New

Ministry

Education and Childcare

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Procurement, Grants and Contract

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Child Care Supports and Grant Administration, and as a member of the Management Team within Child Care Administration, the Manager, Procurement, Grants and Contracts is accountable for the strategic oversight of procurement, grant, and contract activities across multiple programs. This position ensures that all processes and activities comply with legislation, policy, and ministry directives, while supporting the Division's mandate to deliver accessible, affordable, and high-quality child care across Alberta.

The Manager oversees the development, execution, monitoring, and evaluation of grants and contracts, ensures program compliance, and provides evidence-informed analysis and reporting to support leadership decision-making. While staff lead operational implementation, this role is accountable for quality assurance, risk management, and endorsement of recommendations. The Manager also builds staff capacity to work with guided autonomy within a structured framework.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Oversight of Grant and Program Administration
- Oversee the planning, development, delivery, monitoring, and evaluation of multiple grant programs to enhance affordability, access, inclusion, and quality within Alberta's child care system under the Canada-wide Early Learning and Child Care Agreement.
- Ensure grant programs are aligned with Ministry objectives and administered according to intended purpose.
- Monitor financial performance, including budget management, commitments, expenditures, and forecasting.
- Oversee staff in developing and managing programs, conducting program reviews, identifying emerging issues, and implementing mitigation strategies.
- Ensure mechanisms for monitoring and reporting on grants and contracts are robust, efficient, and aligned with ministry frameworks.
- Drive continuous improvement in processes, procedures, templates, and documentation to maintain alignment with Ministry policies.

2. Oversight of Strategic Procurement
- Oversee the development and evaluation of all procurement plans across multiple programs and services.
- Ensure procurement activities are aligned with legislation, policies, best practices, and provincial direction.
- Review procurement trends, consult with internal and external stakeholders, and review strategies developed by staff.
- Oversee targeted procurement initiatives, including negotiation and execution of agreements, ensuring alignment with program objectives and cost-effectiveness.
- Ensure all procurement initiatives meet compliance standards, quality expectations, and risk mitigation requirements.
- Provide guidance and recommendations on complex procurement initiatives requiring political awareness or risk management.

3. Compliance, Monitoring, and Performance Oversight
- Oversee monitoring of grants and contracts to ensure compliance with agreements, policy, and legislative requirements.
- Ensure performance data and program results are collected, analyzed, reported, and linked to ministry frameworks, operational plans, and business plans.
- Review and approve reporting, briefings, and recommendations for senior leadership on program performance, risks, and trends.
- Ensure procurement and grant files meet approved records management policies and documentation standards.
- Oversee dispute resolution and escalation processes, ensuring issues are addressed in alignment with policy and governance standards.

4. Staff Development and Capacity-Building
- Lead a team of contract and grant specialists, providing oversight, feedback, guidance, and mentoring to support professional growth, autonomy, and purpose.
- Foster staff capability to propose recommendations and work effectively with minimal guidance, while reinforcing compliance and adherence to policy.
- Ensure staff are trained on grant and contract administration, procurement strategies, and emerging trends or best practices.
- Assign work, evaluate performance, approve leave, and manage grievance or disciplinary matters.
- Build a motivated, high-performing team that delivers results within a structured oversight framework.

5. Stakeholder Engagement and Collaboration
- Oversee stakeholder management strategies to enhance procurement and program implementation.
- Ensure staff engagement with internal and external stakeholders is collaborative, consultative, and aligned with ministry priorities.
- Represent Child Care Administration to key stakeholders, including advocacy bodies, service providers, and federal/provincial counterparts.

- Oversee staff participation on task forces, committees, and cross-government initiatives.
- Ensure effective liaison with the Contracted Services Management (CSM) and other ministries to align with government-wide procurement and reporting policies.

6. Resource and Budget Oversight
- Accountable for effective and equitable allocation of human and financial resources across multiple programs and portfolios.
- Oversee the management of a budget exceeding $200M, ensuring compliance with Ministry policy and delegated authority frameworks.
- Ensure continuous improvement initiatives are implemented across procurement, grant management, and reporting processes.

7. Data, Analysis, and Reporting Accountability
- Oversee collection, validation, and analysis of program and procurement data across multiple grants and contracts.
- Ensure accurate, timely, and evidence-informed reporting, briefings, and business cases for senior leadership.
- Review recommendations for operational changes, policy adjustments, and program evaluation based on analyzed data.
- Ensure performance indicators, dashboards, and reporting tools provide actionable insight for leadership decision-making.

Problem Solving

Typical problems solved:

The Manager is directly responsible for oversight and endorsement of:
- Procurement approaches and strategies across multiple programs
- Grant and contract negotiation recommendations and awards
- Budget allocations and resource planning
- Compliance, performance monitoring, and continuous improvement initiatives
- Human resource management, including performance and staff development decisions

Note: Staff lead operational execution, day-to-day implementation, and proposal development. Manager ensures compliance and reviews for alignment with policy and procedures.

Types of guidance available for problem solving:

- GoA and ECC Procurement and Contract Policy; Grant policies
- Procurement Accountability Framework (PAF); Treasury Board directives (including Sole Sourcing)
- GoA Procurement Resource Centre
- Trade Agreements (e.g., CFTA); Alberta Purchasing Connections
- ECC Contracts and Grants Review Committee; Contract Specialists, ECC and divisional working groups/ task teams
- CCD leadership

Direct or indirect impacts of decisions:

Business Impacts:
- funding provided to owners/operators that increases the number and quality of childcare spaces available to Albertans.
- public funds provided for childcare infrastructure are appropriately disbursed, monitored and overseen.

Program and Service Impacts:
- Approach and outcomes of procurement and granting activities
- Grant/contract negotiation and award decisions; funding/budget allocations within delegated authority
- Continuous improvement of procurement practices; risk management and compliance
- HR/supervisory decisions impacting team performance and service quality

Key Relationships

Major stakeholders and purpose of interactions:

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Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Business Management, Procurement, Contract/Asset Management or related field; equivalency considered

Job-specific experience, technical competencies, certification and/or training:

Knowledge Requirements
- Broad knowledge of Alberta's Child Care Delivery system, related programming, and intergovernmental agreements.
- Comprehensive understanding of Ministry strategic directions, legislation, and procurement policy.
- Knowledge of grant and contract administration, human resource management, fiscal management, and public consultation techniques.
- Understanding of risk management and governance principles in public sector funding and procurement.

Experience Requirements
- Minimum of 6 years of progressively responsible experience, including:
  - Oversight of grant and/or contract management
  - Managing large budgets and diverse teams
  - Developing, implementing, and monitoring operational plans
  - Collaborating with diverse stakeholders and community groups
  - Supervising and developing staff in multi-program or multi-contract environments

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	◉ ○ ○ ○ ○	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how	Understands and manages complex systems across multiple programs.

		organization adds value for clients and stakeholders	
Agility	○ ○ ○ ◉ ○	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	Responds effectively to evolving priorities and policy directions.
Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Ensures oversight achieves high-quality, policy-aligned outcomes.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Identifies solutions while maintaining compliance and accountability.
Build Collaborative Environments	◉ ○ ○ ○ ○	Works in an open honest manner with colleagues: • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly	Fosters teamwork and guided autonomy within a structured oversight framework.

		• Supports group even to learn from mistakes • Recognizes differing interpretations	