

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

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:

The Program Management Specialist (Program Services 4) provides senior-level program leadership, strategic coordination, and change management expertise in support of the Government of Alberta's (GoA) enterprise procurement system. Reporting to the Manager, Policy, Training and Engagement within the Strategic Procurement Office, this position plays a key role in advancing procurement modernization, strengthening accountability and transparency, through supporting consistent application of procurement policies, standards, and frameworks across the GoA.

The role operates with a high degree of independence and judgment, leading complex, cross-ministry initiatives related to procurement policy implementation, program design, vendor management practices, training and engagement, and systems modernization. The position works collaboratively with internal teams within the Strategic Procurement Office—including the Procurement Standards and Engagement Unit, Project Management Office, and Category Management teams—as well as with partner ministries and stakeholders, to advance strategic procurement initiatives with organization-wide impact. The role serves as a subject matter expert and trusted advisor to senior leadership, providing strategic advice on complex

Responsibilities

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

1. Program Leadership and Change Management:

- Leads and supports implementation planning for complex, cross-ministry strategic procurement initiatives, ensuring deliverables are practical, scalable, and aligned with enterprise direction.
- Supports the design, implementation, and continuous improvement of strategic procurement initiatives that may span multiple ministries, and operational areas.
- Develops comprehensive communication, training and change management plans to support successful rollout and adoption of strategic procurement initiatives.
- Applies advanced analytical and problem-solving skills to assess program effectiveness, identify risks and gaps, and recommend improvements to procurement standards and processes.
- Contributes to enterprise frameworks and procurement modernization initiatives in alignment with supporting policies, guidelines, and templates.

2. Stakeholder Engagement and Vendor Management Support:

- Engages with internal and external stakeholders to support the implementation of program deliverables including conducting information gathering, stakeholder analysis and cross-ministry coordination to support implementation of strategic procurement initiatives.
- Builds and maintains working relationships across government to support coordinated implementation of program initiatives and to identify and address operational impacts early.
- Supports enterprise vendor management and supplier engagement initiatives by contributing to strategies, frameworks, and guidance that promote fair, transparent, and effective supplier relationships.
- Engages with internal and external stakeholders, including ministries, industry and the broader public sector, to support procurement objectives and resolve complex issues.

3. Issues Management and Coordination:

- Prepares high-quality briefing materials, decision documents, action requests, and responses for senior leadership, including briefing notes, memos, and cross-jurisdictional submissions.
- Provides strategic analysis and advice to senior leadership on sensitive or complex issues, synthesizing input from multiple sources into clear options, considerations and recommendations.
- Leads the development of presentations, communications materials and change management supports to support program implementation.
- Coordinates issue intake, analysis, and resolution across stakeholders (including cross-branch and cross-ministry partners), ensuring consistent messaging and follow-through.
- Supports governance and reporting needs (e.g., executive/DM-level updates) through coordinated content development and timely deliverables.

Problem Solving

Typical problems solved:

- The incumbent provides support to multiple strategic priority initiatives across the ministry/enterprise. The incumbent coordinates the work of multidisciplinary teams involving department and cross-government colleagues.
- Projects involved are usually diverse, and deal with strategically sensitive and complex issues closely related to government priorities and the department's mandate and Business Plan.
- Most of the involved projects require independent and focused attention.
- The incumbent will be required to work in an ambiguous and changing environment, requiring problem solving and solutions skills in complex situations where no established precedent exists.
- The incumbent will deal with a diverse number of individuals across departments, jurisdictions, and projects, and as such, will require critical thinking and the ability to coordinate and handle competing priorities and deadlines. The requirements may involve interaction with management and senior management in other units and departments, requiring political acumen and the ability to influence.
- The incumbent requires a high degree of professionalism and initiative, as well as the ability to demonstrate professional judgement, respect, and adaptability.
- The incumbent will be expected to respond to ad-hoc inquiries from both internal and external

stakeholders.

Types of guidance available for problem solving:

The position works under broadly defined organizational guidelines and practices, as well as procurement policies, standards and frameworks.

Supervision is provided by the Unit Manager. Strategic direction is also obtained from the Director, Executive Director and could include executives in other departments.

Direct or indirect impacts of decisions:

Work performed affects the GoA as a whole, including extended stakeholders outside of the GoA such as the MASH sector, vendor community, and purchasing organizations in other provinces.

Effective procurements are vital to the province as they affect all Albertans, with a direct impact on expenditures and provincial program outcomes. The Program Management Specialist must remain continuously sensitive to the larger political and societal context in which the key procurement objectives are to be achieved.

Key Relationships

Major stakeholders and purpose of interactions:

Strategic Procurement Office leadership and teams, including Procurement Standards and Engagement, Category Management and the Project Management Office.

Cross-ministry procurement, policy, legal, trade, finance, and program stakeholders.

External stakeholders including federal-provincial-territorial partners involved in trade, procurement policy, and systems modernization.

Vendor/industry stakeholders.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

University degree in public administration, business, public policy, communications or related field.

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

Education and Work Experience

- University graduation in a related field, supplemented by four years of progressively responsible related experience in program management, stakeholder engagement, policy analysis and development, communications and change management, or similar. Equivalencies will be considered (one year of related experience for one year of related education).
- Significant understanding of Government of Alberta policy development and decision-making processes.
- Knowledge of department mandate, including policies, procedures, and legislation and significant understanding of Government of Alberta priorities.
- A broad-based understanding of Government of Alberta legislation and policy frameworks.

Knowledge, skills and abilities:

- Demonstrated ability to lead and support complex program implementation, including change management, communications and training supports.
- Advanced writing and synthesis skills to produce executive level briefings, presentations, decision documents and implementation materials.
- Strong stakeholder engagement, facilitation, and coordination skills.
- Strong analytical skills to assess issues, dependencies, and implementation impacts; ability to provide comprehensive options and recommendations.
- Knowledge of enterprise procurement context, including the importance of consistent application of procurement policy and accountability frameworks.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Seeks out new opportunities: Identifies alternative approaches or courses of action in unclear and complex situations. Supports others to identify, assess, and use alternative approaches.</p> <p>Anticipates changes: Proactively explains how anticipated change will affect work processes and structures in general.</p> <p>Emotional resilience: Anticipates the emotional triggers of others and prepares to mitigate reactions and maintain composure and productivity, especially during conflict or highly challenging situations.</p> <p>Supports change: Anticipates obstacles to change and thinks ahead about next steps. Stays focused on goals despite pressure and stress.</p> <p>Adapts: Makes decisions and takes action even when there is not enough clarity to predict the consequences with certainty. Includes a back-up plan in case predictions are incorrect.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> Encourages broad thinking on projects, and works to eliminate barriers to progress Facilitates communication and collaboration Anticipates and reduces 	<p>Brings people together: Works with others to identify and remove barriers.</p> <p>Facilitates communication: Contributes positively by actively sharing information, and listening and accepting others' points of view in an open,</p>

		<p>conflict at the outset</p> <ul style="list-style-type: none"> • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>honest and non-defensive way.</p> <p>Addresses conflict: Anticipates and takes action to reduce and resolve conflict at the outset, by encouraging on-going open two-way communication among all stakeholders and groups.</p> <p>Empowers others: Identifies ways to support and encourage group members in accomplishing their tasks. Uses mistakes as learning opportunities thereby empowering others to take risks.</p> <p>Encourages diversity: Promotes collaboration and positive relationships (even in challenging circumstances) within and across groups and builds commitment to reach desired results.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Identifies stakeholders: Seeks to understand the perspectives and needs of colleagues, clients and stakeholders.</p> <p>Builds relationships: Makes an effort to develop professional and collaborative working relationships with a range of colleagues, clients and stakeholders.</p> <p>Focuses on client: Considers how changes might impact colleagues, clients and stakeholders, and actively seeks their input and/or involvement regarding those changes.</p> <p>Communicates purposefully: Influences others by considering the</p>

			meaning of what is being said, the environment and how the information is being presented.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization’s objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Looks beyond immediate: Consistently takes a holistic and long-term view of challenges and opportunities at multiple levels across related areas.</p> <p>Considers impacts: Anticipates outcomes and potential impacts across inter-related areas and factors this into planning.</p> <p>Understands connections: Seeks information and analyzes long-term outcomes. Focuses on the goals and values in addition to the process.</p> <p>Provides clarity: Works with others to identify and address interdependent activities that require collaboration.</p>
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Plans for development: Reflects on learning experiences and creates plan on how to apply to the work environment.</p> <p>Actions development: Finds ways to leverage strengths through on the job assignments, career moves or further developing strengths through formal training, volunteers for “stretch” assignments and taking on increased responsibilities.</p> <p>Supports others’ development: Contributes to team learning by sharing information, knowledge and</p>

			experiences even when not asked.
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