

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

AltProcurement&Contracts Lead

Requested Class

Program Services 4

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Strategic Partnership and Learning Facilities is a division that leads the assessment and procurement processes for a wide range of infrastructure projects (e.g., education, housing, environment, health, transportation) via alternative capital financing strategies (e.g., private-public partnerships [P3], unsolicited proposals [USP], and through Canadian Infrastructure Bank [CIB] financing). Opportunities are identified from either the GoA or private sector and then evaluated based on one of the three strategies to access or create alternative financing solutions for the GoA. The Office provides a one-window approach for innovative partnerships for infrastructure projects and fosters the business and policy environment for successful partnerships. The Office maintains governance throughout the project assessment and project procurement phases.

The Analyst contributes to the Alberta's utilization of diverse alternative capital financing strategies to deliver infrastructure projects, through the effective assessment and development of creative financing and funding options and monitoring of related approved projects. The position leads the analysis of alternative funding options and works with multiple stakeholders within and outside the GoA (e.g., different ministries, industry) to define funding arrangements and project parameters. The Analyst prepares reports and develops recommendations on partnership opportunities. The position is expected to develop, implement and maintaining the Public Private Partnership Framework and Guideline and best practices and business procedures.

Day to day work is diverse, fast paced and dynamic. The scope of this position touches on parts of the project value and

viability assessments, and may include preparation of reports, presentations, and briefings on alternative procurements. The position is to work alongside other Divisions to deliver an integrated scope. This position will report to and support the Director, Alternative Capital Partnerships, in researching, developing, understanding and providing value add recommendations and key solutions for alternative procurement options. This position performs all responsibilities in accordance with relevant legislation, policies, guidelines and standards.

Responsibilities

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

Identification, Assessment, and Recommendations for Viable Options to Use Alternative Capital Financing to Deliver Capital Projects.

- Identify and explore alternative financing options for infrastructure projects in collaboration with ministries and public agencies.
- Collect and review statistical information (also developing financial models if needed or required) to assist management in making decisions that optimize value in potential partnership opportunities.
- Provide decision-makers with the appropriate analysis and recommendations on new partnership opportunities
- Craft guidelines and develop schedules that suit all parties' needs.
- Lead the assessment and business case development for different financing strategies (e.g., P3).

Project Procurement in Alignment with GOA Policies and Processes.

- Develop Requests for Qualifications (RFQ) or Requests for Proposals (RFP) or Request for Expression of Interest (RFEIOI) that accurately reflect the needs, roles, and responsibilities of all involved parties.
- Develop evaluation frameworks (e.g., criteria, mandatory requirements scoring).
- Participate in the evaluation of submissions.
- Collaborate with project team throughout process, providing advice and guidance as needed.
- Work with Legal Services to ensure contract requirements are met.
- At the end of each project develop lessons learned and identify recommendations to improve processes.
- Provide effective procurement policy advice to the Ministry and the Government of Alberta
- Proactively seek to develop creative procurement strategies
- Participate in the resolution of complex business issues through negotiations and engagements with multiple stakeholders within and outside the GoA (e.g., including other jurisdictions, P3 industry players such as lenders, developers, builders etc.).

Project Monitoring and Reporting to Ensure the Accountability of Capital Spending.

- Monitor the status of project delivery in collaboration with the project delivery team during the construction phase.
- Review requests for additional funding on approved projects to inform formal approval decisions (e.g., identify the source, such as cost escalation or scope change, and ensure the consistency of the information with any past submission and current knowledge).
- Monitor project scope, cost, and progress in consultation with other ministries and stakeholders to ensure value for money and alignment with government's strategic business plan and objectives.
- Collect and integrate diverse data to develop project status updates, dashboards, and reports.

Capital Alternative Financing Framework Development.

- Research approaches and best practices used nationally and internationally and determine their relevance and applicability to Alberta.
- Complete assessment and review of existing and completed projects to identify lessons learned to shape ongoing management of the overarching framework and specific strategies.
- Lead and participate in cross-jurisdictional information sharing and collaboration activities.
- Prepare appropriate policies and procedures for creative partnerships that govern specific project partnership on all partnerships as an overarching policy.
- Contribute toward the development of formal position papers, scheduled presentations etc.
- Develop responses to action requests, preparing briefing notes and reviewing communication releases.
- Work with ministries on financial/accounting issues related to capital as well as inform and educate them on fiscal policy and the fiscal framework.

Problem Solving

Typical problems solved:

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- This position undertakes multi-faceted and detailed research and analysis of alternative financing partnership opportunities across various ministries. The Analyst works with detailed budget numbers within a complex fiscal framework; reviews proposals to make recommendations on capital spending issues. Complexity is increased by the uniqueness of each project, with different stakeholders, size, scope of work, funding arrangements etc. Negotiating project guidelines and related policies is impacted by stakeholder perspective, which can vary.
- The Analyst has opportunities to lead projects of varying responsibility and size within the branch and department, determining project approaches, monitoring progress, and providing regular updates to the Director. Significant issues of a political nature or those that have large cost or timeline impacts are resolved in consultation with the Director. The Analyst balances work schedules across projects, shifting priorities as needed.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Direct or Indirect Impacts of Decisions

Externally, the work of this position impacts:

- Implementation of the government's direction to consider innovative funding alternatives for infrastructure projects.
- Rigorous and comprehensive assessment of diverse infrastructure opportunities to determine the viability and value for alternative capital financing models.
- Assurance of fairness, openness, and transparency in opportunity assessment, procurement, and contract management processes.
- Awareness of emerging innovative alternative financing options and best practices.

Internally, the work of this position impacts:

- Collaboration across the division and with other divisions and departments to create efficient and optimal utilization of alternative capital financing strategies.
- Development and ongoing management of a comprehensive framework and reporting system for alternative capital financing strategies.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- Director - provide status updates on projects; participate and make recommendations for overarching policies and processes to enhance consistency in approach.
- Division staff - plan and complete assessments; collaborate on projects; share intelligence; respond to queries.
- Other divisions within Alberta Infrastructure, other ministries, and public entities with capital projects to be assessed or delivered through alternative or creative options and cross ministry teams - participate in processes to identify and assess opportunities for non-traditional forms of financing; educate on alternative financing strategies.

External

- External- federal government and agencies such as Infrastructure Canada, Transportation Canada, Canadian Council for Public Private Partnerships, municipalities such as City of Edmonton and City of Calgary etc - share information, participate in negotiations related to specific projects; network on an ongoing basis.

Required Education, Experience and Technical Competencies

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

If other, specify:

Undergraduate degree with a major in economics, finance or commerce or directly related comparable exp

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

Technical Competencies, certification and/or training

- Comprehensive knowledge of alternative capital financing options for public capital projects.
- Thorough knowledge of and ability to apply GoA frameworks for contract development and procurement processes, (e.g., RFPs, RFQs, RFEOIs) such as the Fiscal Responsibility Act, the Financial Administration Act, the Government Organization Act, and legislative and government decision-making processes.
- Ability to apply knowledge of alternative financing strategies risks and benefits.
- Excellent interpersonal skills to work with diverse stakeholders (e.g., professional services, private and public entities, government officials).
- Highly effectively verbal and written communication skills; ability to consult and negotiate the needs and priorities of multiple stakeholders.
- Business acumen, financial analysis and multi-dimensional analytical ability.
- Ability to develop and maintain relationships and networks to work with varied stakeholders to consider alternative funding options.
- Demonstrated skills in policy analysis and development.
- Skilled in project management and cost control techniques, including value management and ability to achieve results under specified timelines.
- Ability to adjust resources across projects and shift priorities as demands or directions change.
- Excellent communication skills are required, as well as strong technical and analytical skills.
- Ability to exercise judgment when evaluating complex situations with multi-faceted criteria.
- Knowledge of capital budgeting techniques, such as net present value, used in assessing project viability.
- Working knowledge of and ability to apply accounting principles, concepts, and standards.
- Agility to move between multiple ongoing and shifting priorities

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	Considers multiple inter-relationships; anticipates outcomes and potential impacts of different paths; considers longer-term opportunities and risks prior to presenting recommendations and various content documents.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to	Engages different perspectives in seeking out

		<p>address issues:</p> <ul style="list-style-type: none"> • 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 	<p>root causes and identifying solutions; seeks ways to improve processes and functions to better meet business goals; critically analyzes options and issues.</p>
Agility	○ ○ ● ○ ○	<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>Works creatively within existing policies and processes to proactively meet goals; anticipates obstacles to change and thinks ahead about next steps; supports others to identify, assess and use alternative approaches; prepares to mitigate reactions and maintain productivity and composure in conflicts or challenging situations.</p>
Develop Networks	○ ○ ● ○ ○	<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>Actively engages stakeholders early and throughout projects; considers how changes will impacts colleagues, clients, and other stakeholders; seeks multiple inputs when developing recommendations or strategies</p>