

Update

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Contract Specialist

Current Class

Finance 3

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Strategic Planning & Financial Services / Financial R

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2022-05-01

Responsibilities Added:

Added proficiency of data and analytical tool for reporting.

Responsibilities Removed:

Reframed the compliance and control duties to focus more on audit and investigations.

Job Purpose and Organizational Context

Why the job exists:

CMU serves as the secretariat of CRC for Ministry of TI and SARTR, while the Senior Contract Specialist is responsible for reviewing all procurement and contracting activities. This includes assessing whether these activities comply with established processes, guidelines, and applicable trade agreements. The Senior Contract Specialist also conducts audits and investigations, and prepares comprehensive reports to support management decision-making.

Responsibilities

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

1. Support the Ministry's CRC process and provide a challenge function:
 - In accordance with the Ministry's CRC process, review contracting documentation submitted by Ministry program areas.
 - Ensure contracting submissions comply with the Ministry's and GoA's contracting policies and processes.
 - Identify contracting issues and risks and work to address them with contracting staff.
 - Provide a challenge function to Program Areas on contracting activities with higher risk profiles.
 - Prepare executive summaries of contracts to assist and support CRC's decisions and recommendations.
 - Brief the Manager of CMU on contracts for CRC review with information on contracting issues and risks.
 - Maintain records of CRC decisions and recommendations.
 - Work with program areas to address CRC recommendations to ensure they are carried out.
2. Maintain, update, and enhance the Ministry's contracting policies and processes, and monitor compliance to policies and processes:
 - Continuously evaluate, recommend, and implement updates to the Ministry's contracting policies, including the Contract for Services policy and IGX standardization processes.
 - Ensure the Ministry's contracting policies and processes are in alignment with the GoA wide policies and processes.
 - Identify issues and risks associated with program area contracting processes and make recommendations to address them.
 - Educate and advise Ministry staff on contracting policies, processes and best practices.
 - Communicate policy and process updates to Ministry contracting staff.
 - Develop and maintain documentation, forms and templates to support policies and processes.
 - Make available and keep up-to-date information on the internal contract management SharePoint site.
 - Represent the Ministry on GoA-wide procurement related activities and working committees.
3. Investigations and Audit:
 - Identify contracts that may contravene with the Ministry's and/or GoA's contracting policies and processes.
 - Regularly conduct specialized investigations into sensitive contractual commitments, ensuring adherence to established processes and guidance from CRC or ET.
 - Conduct specialized investigations of sensitive contractual commitments.
 - Identify potential financial, reputational, procurement and legal risks associated with contracts.
 - Document and report on findings from investigations.
 - Based on analysis of sensitive information, determine full scope of issue(s) and formulate action plan for final decision by management.
4. Accurate and timely preparation of contract reporting for the Ministry:
 - Responsible for the following Ministry reporting on contracts:
 - quarterly reporting on sole-sources;
 - annual reporting of contractual obligations in support of the Ministry's financial statements;
 - annual reporting per trade agreement obligations; and
 - quarterly reporting and spend analyses of contractual commitments for management.
 - creating reports for assisting budgeting and committee of supply.
 - Ad hoc reporting requests from the Financial Planning and Analysis team, management, Freedom of Information and Protection of Privacy, etc.
 - Work with the Service Alberta and Red Tape Reduction Financial Planning and Analysis unit to analyze the

impact of contracting activities on the Ministry's spending forecasts.

- Distribute reporting as required.
- Develop, maintain and update contract reporting process documents.

5. Support overall contract management in the ministry and assist with the utilization of the Supply Chain Management (SCM) system:

- Support the transfer of contracting activities in and out of the Ministry due to organizational restructuring.
- Champion the adoption, integration, and consistent usage of the SCM system across the Ministry, promoting alignment with 1GX standardization initiatives.
- Collaborate with program areas to optimize end-to-end utilization of the SCM system, including sourcing, contracting, and invoice processing, to drive efficiencies and improve compliance with standardized processes.
- Advise senior management on issues related to SCM system utilization, escalating challenges where necessary and liaising with system specialists to ensure timely resolution in accordance with 1GX protocols.
- Conduct internal audits and reviews of sourcing, contracting, and invoicing data within the SCM system, identifying gaps and reporting on findings to inform continuous improvement initiatives.
- Actively participate in training sessions and stakeholder workshops related to the SCM system and 1GX implementation, contributing to knowledge transfer and organizational readiness.

6. Contract Management Audit Inquiries

- Respond to Office of the Auditor General and Corporate Internal Audit Service inquiries.
- Contact for audits related to contract management including contracting policy, processes and procedures.
- Contact for audits related to the year-end contractual obligations financial disclosure.
- Maintain and update knowledge of business process documents on procurement and contracting processes, which are reviewed annually by the auditors.

7. Team and Training

- Work together with Manager and CMU team members to ensure workloads are evenly distributed.
- Co-responsible for training new CMU staff members.
- Cross train staff members on various projects and initiatives.
- Provide backup support when team members and Manager are away.

8. Other responsibilities as required

Problem Solving

Typical problems solved:

CMU is a hub in the Ministry's contracting review process.

Services provided by CMU cater to several stakeholders within Service Alberta and Red Tape Reduction and Technology and Innovation. The diversity of services delivered by the Ministries, as well as, the challenges inherent in delivering services to internal and external clients requires a high level of problem solving.

The nature of the programs delivered by Service Alberta and Red Tape Reduction and Technology and Innovation requires the incumbent to have access to highly sensitive information. Maturity and exercise of discretion is essential.

The breadth and the depth of the knowledge provided by CMU is critical in:

- developing and supporting the Ministries' contracting process;
- managing and monitoring the Ministries' contracting activities;
- providing information and advice to assist program areas in the effective and efficient administration of their contracts; and
- keeping executive informed on contracting in each Ministry.

The position's prime responsibilities are:

- ensuring compliance with the Ministries' contracting policies and procedures;
- reporting on and auditing the Ministries' contracting;
- identifying policy infractions; and

- recommending and implementing corrective action.

Types of guidance available for problem solving:

Hello1GX, processes for ET and CRC review exists. Support from Manager and Director.

Direct or indirect impacts of decisions:

The decision affects procurement and contracting activities with the aim of mitigating risks to the government, including political, financial, and legal risks. If not reviewed, the consequences will impact taxpayers and various departments of the Government of Alberta (GoA). Therefore, it is essential that the incumbent:

- Demonstrate expertise in analytical thinking, research, strategic planning, and critical problem-solving, with the ability to interpret complex data to inform business decisions using tools such as Power BI, SharePoint, and AI-driven analytics platforms.
- Strong verbal and written communication skills, with a proven ability to collaborate across all organizational levels and support stakeholders through clear reporting and data visualization (e.g., Power BI dashboards, interactive reports).
- Diplomacy and discretion, including ability to resolve conflicts; ability to build positive, professional relationships to maintain customer satisfaction.
- Ability to exercise professional judgement and manage multiple projects and changing deadlines.
- Organizing, prioritizing and facilitating skills.
- Ability to effectively work independently and in a team environment.
- Advanced proficiency in the Microsoft Office suite, including Excel, Word, PowerPoint, and Outlook, complemented by experience in SharePoint, Teams, and AI-enhanced productivity tools (e.g., Microsoft Copilot and other).

Key Relationships

Major stakeholders and purpose of interactions:

Contract Review Committee: Review contracting documentation and present information so executive management can make informed decisions and recommendations.

Procurement officers, contract managers, contract administrators and expenditure officers: Provide guidance, interpretation and information on contracting policies and processes. Provide recommendations to resolve contracting issues.

Information and Technology Procurement team: Collaborate with the Information and Technology Procurement team to support contracting and procurement within TI as well as to implement standardization and modernization initiatives for supply chain, contracting, and procurement.

Manager, Strategic Contract Management: Report to the Manager and provide consultation on procurement and contracting policy matters. Facilitate goals of teamwork, client focus and customer service.

Office of the Auditor General: Respond to audit inquiries, specifically on matters pertaining to the Ministry's contracts and related policies and processes.

CMU: Work as a team member in the unit. Facilitate goals of teamwork, client focus and customer service.

Service Alberta and Red Tape Reduction Procurement Services: Obtain interpretation on any complex contracting matters, and GoA wide policies and processes. Provide reporting on Ministry contracting.

Legal Services: Solicit legal advice and interpretation on complex contracting issues. Document legal advice in contract files.

GoA SCM system subject matter experts: Work with subject matter experts to understand the system and drive utilization across the Ministry.

Strategic Planning and Financial Services (SPFS): Provide advice related to contracting policies and processes. Support the SPFS senior management and the Financial Planning and Analysis Unit in determining the impact of contracting activities on the Ministry's spending forecasts.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

Supply Chain Management Professional (SCMP) designation is an asset.
Experience working in SAP S4Hana and Ariba as well as technical tools such as Share point, Power BI, MS office and other AI tools.

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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none">• Uses wide range of techniques to break down problems• Allows others to think creatively and voice ideas• Brings the right people together to solve issues• Identifies new solutions for the organization	<ul style="list-style-type: none">• Analyzes sensitive data and identifies gaps in policy or compliance, which demonstrates advanced critical thinking and the ability to diagnose systemic issues.• Collaborates with cross-functional stakeholders (e.g., Legal Services, Procurement Officers) to develop tailored solutions, showing creative adaptation to varied, complex contracting scenarios.• Updates Ministry contracting policies in response to system-wide changes (like 1GX), reflecting proactive and innovative thinking in regulatory environments.• Identifies and solves system-use challenges in SCM adoption, aligning business needs with technical functionality --demonstrating resourcefulness and innovation.

<p>Drive for Results</p>	<p>○ ○ ○ ○ ●</p>	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	<ul style="list-style-type: none"> • Conducts audits and initiates corrective actions to ensure compliance, reflecting strong accountability and follow-through. • Provides evidence-based advice to decision-makers (e.g., CRC and Assistant Deputy Minister), ensuring that deliverables meet high standards of quality and timeliness. • Improves contract performance reporting using tools like Power BI, indicating a results-oriented mindset and a commitment to using data for continuous improvement. • Drives consistency in procurement practices, leading to more efficient, transparent, and cost-effective outcomes -- showing a clear focus on organizational impact. <p>+</p>
<p>Develop Networks</p>	<p>○ ○ ○ ● ○</p>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<ul style="list-style-type: none"> • Maintains strategic relationships across business areas, enabling the seamless exchange of knowledge and alignment of contract goals --demonstrating effective stakeholder engagement. • Acts as Ministry representative on cross-government procurement

			<p>committees, illustrating influence and the ability to connect across organizational boundaries.</p> <ul style="list-style-type: none"> • Communicates complex contract advice in plain language, fostering mutual understanding and building credibility across diverse audiences. • Incorporates stakeholder feedback into contract development and investigations, showing openness and responsiveness in building collaborative rapport.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	<ul style="list-style-type: none"> • Leads knowledge sharing and cross-training within CMU, building team capacity and reinforcing a collaborative learning culture. • Develops tools and delivers communication (e.g., SharePoint updates, training) to ensure shared understanding and uptake of policies, strengthening team cohesion. • Fosters constructive dialogue in CRC meetings, ensuring differing views are heard and integrated into decision-making --demonstrating trust-building and

			mutual respect. <ul style="list-style-type: none">• Anticipates and resolves stakeholder conflicts in high-risk contracts, creating a safe environment for collaboration and joint problem solving.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

One comparable position is [REDACTED]

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

[REDACTED]