

## New

Ministry

Jobs, Economy and Trade

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Team Lead, Contracts &amp; Grants

Requested Class

Finance 4

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

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

## Employee

Employee Name (or Vacant)

## Organizational Structure

Division, Branch/Unit

Financial Services

☒ 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:

Jobs, Economy and Trade (JET) leads efforts to grow Alberta's economy by supporting Alberta's entrepreneurs and employers, promoting trade and investment, helping recruit and retain workers, and promoting safe, fair and healthy workplaces. In 2024-25, ministry also assumed responsibility for childcare and early learning programs, reflecting the importance of these programs to the growth of our economy.

The Financial Services Branch works as a business partner to the ministry, collaborating with the program areas to provide strategic and operational insight to help support the business to make stronger financial decisions. This includes the Financial Planning who support the budget and forecasting cycle and the Financial Reporting and Operations Unit who provide the financial reporting, accounting treatments, financial processes, contract and grant management, and internal control reviews for the ministry.

Contract and grants spending makes up a significant portion of the Ministry's budget. Hence, it must be managed carefully to minimize any potential risks to the Government of Alberta and maximize the value of money spent. This position is a key resource in ensuring that the Ministry is utilizing best practices in contracts and grants management. Reporting to the Director, Financial Reporting & Operations, the position provides centralized contracts and grants management advice and support

to the Ministry staff and stakeholders.

## Responsibilities

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

Responsibilities include, but are not limited to:

### **Provide Contract and Grant management advice and guidance to Ministry staff.**

- Lead resource to the Ministry in providing professional advice and support in respect to grant and contracting processes.
- Review contract and grant agreements to ensure compliance and adherence to the policies and procedures.
- Liaise with Legal Services, program managers, FOIP; Risk Management and Insurance, Office of the Auditor General and other stakeholders in respect to grant and contract management related matters.
- Conduct reviews of non-standard agreements, in coordination with Legal Services, to ensure that proposed changes align with business and operational goals and are consistent with current policy.
- Research and develop leading practices which adhere to the Financial Administration Act, Treasury Board and Finance (TBF) Directives, Procurement Accountability Framework, and departmental requirements. Ensure Ministry contract and grant policies and procedures are relevant in accordance with various acts, legislation and regulations.
- Provide analysis of any new and emerging trends in grant and contract management
- Provide interpretation on policies and procedures including various acts, regulations and trade agreements. Engage and work with Legal Services and other ministries as required.
- Develop training materials and guidelines to provide direction and guidance to staff involved in grant, contracting and procurement processes in the Ministry to build knowledge.

## **2. Lead Contract/Grant Monitoring, reporting and compliance**

- Manage and monitor the evaluation of the effectiveness of procurement tendering and grant processes. Ensure compliance with all government policies and agreements.
- Review all procurement and grant agreements to ensure that they are in compliance with policies and risks and risk mitigation strategies are adequately documented.
- Examine information systems that assist management in monitoring and reporting on individual funding. Ensure that information is complete, accurate, and updated in a timely manner.
- Review and develop tools to improve compliance with contract and grant processes in the Department.
- Provide timely information to contract and grant managers to ensure the Ministry's goals and objectives are achieved and the reporting requirements are complied with the terms of the agreement.
- Prepare timely, accurate and relevant contract and grant information to Ministry's Executive Team and senior management within legislation, regulation, policy, procedure, and accounting standards to facilitate executive decision making, effective program management and relevant forecasting.
- Address and implement recommendations on matters on grant and contract management by the Office of the Auditor General, Office of the Chief Internal Auditor and Ministry's Executive

Team.

- Prepare the reporting as required by the Government of Alberta.
- Provide timely and reliable responses for assigned Action Requests.
- Oversee the quarter and year-end activities and reporting related to contract and grant expenditures.

### **3. Lead the development and continuous improvements of templates and documents to accurately reflect policy and process.**

- Lead the development and revision of templates and documents, so that they are accurate, current and accessible.
- Recommend for approval, all template or document revisions.
- Lead regular review and the evaluation of templates and supporting documents to ensure accuracy and consistency across all documents and templates.
- Prepare and provide support to the department on the development of agreements.

### **4. Grant programs support**

- Provide advise and feedback to program staff about program guidelines and related documents.
- Work in collaboration with financial operations staff and program staff for operationalization of new grant programs.
- Understand and communicate all complex business functions of the department's grant systems, programs and related policies to define grant requirements.
- Provide leadership to develop a robust tracking and management system for grants. Work to continuously improve effectiveness with appropriate controls for access to sensitive information.

### **5. Supply Chain Management**

- Act as a Contract Licence User for the ministry.
- Provide support to ministry contacts for creation, modification and other related tasks in Supply Chain Management module of SAP (1GX).
- Support the Ministry through preparation of purchase requisitions for contracts.
- Monitor requisitions and purchase orders to ensure the information is accurate and updated.
- Applies advanced knowledge of GoA systems (e.g. 1GX, Ariba, Alberta Purchasing Connection) to implement and track procurement projects.
- Run contract management reports to provide timely information to senior and executive management, and Service Alberta and Red Tape Reduction.

### **5. Committee Participation and other administrative matters:**

- Provide support and secretariat functions to the Ministry Contract and Grant Review Committee.
- Review all material packages prior to meeting with CGRC and coordinate with legal to ensure alignment with outcomes, goals, and objectives for the Ministry.
- Prepare and report procurement information to Service Alberta and Red Tape Reduction, as

required.

- Analyse and perform year-end activities such as contractual obligations.
- Provide advice, support and training to program staff on purchasing matters.
- Lead the revisions to Delegation of Authority, as needed.
- Participate in various working groups and committees as a representative

## **7. Leadership / Mentorship / Employee Development:**

- Provide day-to-day guidance to the Contract and Grant Advisor. Establish priorities and assist with complex tasks as needed.
- Lead, train, develop, and motivate staff, ensuring timely and appropriate management of projects and workloads requiring a varied level of skills and knowledge.
- Manage the recruitment and approval of time / leave absences for staff.
- Support staff in their professional development goals by providing regular feedback and opportunities for training including developing succession planning strategies and capacity development, including mentoring and knowledge transfer for staff.
- Demonstrate Alberta Public Service Values of Respect, Accountability, Excellence and Integrity; contribute to the advancement of Diversity and Inclusion in the Alberta Public Service; and, foster a positive and inclusive workplace.

## **Problem Solving**

Typical problems solved:

This role must ensure all relevant processes, procedures, policies and trade agreements are well understood across the Ministry, especially when there are quick turn-arounds on new contracts and grants that were approved at political levels to enable strong service delivery to Albertans.

*Mitigation:* Prepare comprehensive training materials and deliver engaging training sessions to Ministry staff. Provide strong working knowledge of trade agreements and policy to enable quick turn around of well-written requests at CGRC.

The incumbent must develop streamlined and simplified processes across the Ministry.

*Mitigation:* Use thorough knowledge of legislations, regulations, trade agreements and directives that must be adhered to in order to meet all requirements and maintain compliance for the government.

Types of guidance available for problem solving:

This position has the authority to determine strategies to ensure effective and efficient methods for procurement. As such, the incumbent works relatively independently to solve problems. This position will receive general guidance from the Director, Financial Reporting and Operations and

can also receive direction from the Financial Administration Act, TBF Directives, the Procurement Accountability Framework and applicable trade agreements.

Direct or indirect impacts of decisions:

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**Key Relationships**

Major stakeholders and purpose of interactions:

- Director, Financial Reporting and Operations: To receive guidance on resolving unique, controversial, or politically sensitive issues of nature. Consult on direction of the assignments to guide work and establish priorities.
- Contract and Grant Advisor: To provide day to day guidance, coaching, and mentorship. Help establish priorities and assist with complex issues as needed.
- Contracts and Grants Review Committee: To provide leadership and guidance on a day to day basis on recommendations for procurement options for Deputy Minister.
- Project managers: To provide advice, guidance, direction and assistance throughout the procurement cycle. To provide interpretation of policies, procedures and related legislation as well as providing training, coaching and mentoring.
- Senior management: To provide financial information, vendor statistics, recommendations, and other emerging trends.
- Service Alberta: Consult regularly on updates and changes to agreements impacting procurement in Alberta.
- Other ministries: To ensure appropriate clauses in contracts for agreements that impact multiple ministries.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

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

A related post-secondary degree in business administration, management or commerce degree program.

- Minimum of 5 years of extensive experience and knowledge in contract and/or grant

administration.

- CPA designation or certification in contract administration or purchasing/procurement would be an asset.
- Experience working at a supervisory level in a large, complex financial environment would be an asset.
- Experience in reporting, analysis and project management would be an asset.
- The position requires a sound understanding of public procurement, including theories/principles of this specialized discipline.
- Extensive understanding, working knowledge, and application of: Treasury Board and Finance Directives, Contracting legislation, Procurement Accountability Framework (PAF), trade agreements, policies, procedures and controls, contract and grants administration, contract law, and internal and external control standards.
- An in-depth understanding is required with tender / contract law, risk management and applicable trade agreements.
- Working knowledge of GoA contracting processes for service procurement practices.
- Ability to build relationships across Ministry, Government and non-governmental organization initiatives.
- Strong written and oral communication skills.
- Knowledge of the Ministry's programs and major projects and initiatives. The position must have the ability to understand the Ministry's priorities and delivery process including: legislation, regulations and policies unique to the various programs. This knowledge is essential to provide advice and solutions from a financial and strategic perspective.

## 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		
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Actively sets goals and remains open to advice on reaching them:</b></p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	<p>This position must manage a various requests and applications that can be politically sensitive and require a high degree of diligence. Must work with required stakeholders as needed and use previous experience to drive results in a timely manner.</p>

Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	<p>This position is required to develop, maintain, streamline, and lead effective and efficient procurement and grant processes across the Ministry. Must take a long-term view of how these processes can effect the Ministry and potential implications they may have on achieving Ministry goals, plans, and objectives.</p>
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous problems</li> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	<p>Agility</p> <p>This position must work to continuously improve processes and use thorough working knowledge when in an unfamiliar or challenging situation. Must maintain flexibility in work and the ability to switch priorities and direction when receiving ad hoc requests at the guidance of others.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>This position creates an environment of learning and sharing expertise. Demonstrates the desire to invest in the development of the long-term capability of self and team members through professional development, training, and mentorship to promote career growth.</p>

Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>This position must develop strong networks to adequately involve various supporting areas to achieve team goals. Must foster and strengthen working relationships with business areas and other areas of the government (e.g., Service Alberta) to ensure provision of training. Engages with all program areas regularly</p>
Creative Problem Solving	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	<p>This position entails the development of creative solutions towards the improvement or enhancement of procedures and processes. Must explore various options and look for most efficient and cost effective solution</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiples priorities</li> <li>• Operates within APS value system</li> </ul>	<p>This position must manage a various requests and applications that can be politically sensitive and require a high degree of diligence. Must work with required stakeholders as needed and use previous experience to drive results in a timely manner.</p>

## Benchmarks

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