

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Alt. Procurement&Contracts Co

Class

Program Services 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

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. Alternative Capital Partnerships Branch provides a one-window approach for innovative partnerships for infrastructure projects and fosters the business and policy environment for successful partnerships. The Alternative Capital Partnerships Branch maintains governance throughout the project assessment and project procurement phases.

The Alternative Procurement and Contracts Coordinator 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 Alternative Procurement and Contracts Coordinator 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 Alternative Procurement and Contracts Advisor and 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:

Reporting to the Alternative Procurement and Contracts Advisor and Director, Alternative Capital Partnership, the Alternative Procurement and Contract Coordinator is responsible for:

- Providing services as needed to all department business units that engage in procurement activities that are not conducted by Procurement Section (e.g. smaller assignments).
- Training, supporting, reviewing and monitoring procurement processes completed by program areas.
- Procurement/Contract information collection, management and reporting.

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.
- Work with program areas on cases related to compliance issues to seek a suitable resolution.
 - Participate in the development and delivery of procurement training to all business units, including Procurement Section as needed, to reflect current policies, processes, standards and best practices.

Under the Alternative Procurement and Contracts Advisor and the Director's direction, participate in the development and maintenance of policies, procedures and standards governing procurements and contracts to sustain the integrity of the Ministry's procurement functions.

-Assist in the development and recommendation of improvements in procurement policies, practices and standards based on consultation with all branch and relevant department program areas, analysis of audit results and ongoing training/support needs and leading practices.

-Report on the implementation of new or revised processes across the ministry, participating in communication so that all units are aware of changes relevant to procurements.

-Contribute to the maintenance of the department's library of procurement documents and contract specifications.

-Provide advice and interpretation to business units on the department's policies, processes and standards to reinforce compliance.

Support the Director to reach strategic and operational business goals.

-Assist in the provision of strategic advice and recommendations to the Director to inform progress on broader procurement strategies and priorities.

-Conduct integrated reporting and statistics on consultant procurement to inform Alternative Procurement planning and reporting.

-Collaborate with team members to sustain effective information sharing and cooperation across teams to provide integrated and seamless procurement services.

-Provide information reports to management.

The Alternative Procurement and Contracts Coordinator supports internal staff and external stakeholders throughout the consultant performance evaluation process to ensure that the evaluation results are fair, objective and auditable.

Problem Solving

Typical problems solved:

- This position undertakes multi-faceted and detailed research and analysis of alternative financing partnership opportunities across various ministries. The Alternative Procurement and Contracts Coordinator 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 Alternative Procurement and Contracts Coordinator 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 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

Bachelor's Degree (4 year)

Focus/Major

Economics

2nd Major/Minor if applicable

Business

Designation

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, RFEQs) 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>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.</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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>Engages different perspectives in seeking out root causes and identifying solutions; seeks ways to improve processes and functions to better meet business goals; critically analyzes options and issues.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in 	<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;</p>

		<p>stressful situations</p> <ul style="list-style-type: none"> • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>prepares to mitigate reactions and maintain productivity and composure in conflicts or challenging situations.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>Actively engages stakeholders early and throughout projects; considers how changes will impact colleagues, clients, and other stakeholders; seeks multiple inputs when developing recommendations or strategies</p>