

New

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Purchasing Officer

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 Senior Purchasing Officer acquires the goods valued over \$10,000 and associated services on behalf of Government of Alberta departments in accordance with the Department's Mandate as defined in the Government of Alberta Direct Purchase Regulation and Direct Purchase Administrative Practices. Ensures that the procurement process is managed professionally, fairly and equitably while maximizing the benefits to the Government of Alberta and conforming to applicable trade agreements. Establishes supply agreements and provides direction, assistance and consultative expertise to departments. Participates in the Corporate Purchasing Section Mentoring Program as a mentor to develop the skills in new Purchasing Officers.

Responsibilities

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

1. Acquire goods and associated services in accordance with the Government Organization Act (Schedule 11), Business Plan, regulations, policies and procedures, and applicable trade agreements and, ensure the procurement process is conducted fairly, equitably, and transparently; departments' requirements are clearly defined; and departments receive the right goods and associated services at competitive prices in a timely fashion.

Activities:

- Develops complex documents such as Request for Proposals (RFPs) and lease agreements.
 - Develops detailed requirements, solicitation documents and evaluation plans in conjunction with departments.
 - Recaps and performs detailed evaluation (including specification verification and manufacturer's authorization) of vendor responses in conjunction with departments (if required) to ensure compliance.
 - Makes recommendations for contract awards, creates resulting contracts, and obtains contract approval at the appropriate level.
 - Responds to inquiries regarding the procurement process from clients/vendors.
 - Develops and issues purchase orders and negotiates contracts with vendors.
 - Works with departments and vendors to ensure goods and associated services are provided in accordance with the contract terms and conditions.
 - Maintains records and file documentation for audit purposes.
 - Provides consultative services requiring higher levels of knowledge and skills to departments
2. Establishes supply arrangements i.e. government wide standing offers and blanket contracts for frequently purchased items within established policy and procedures, enabling departments to order goods directly from vendors at pre-established prices and terms and conditions as a result of the tendering process (see Item 1).

Activities:

- Liaises with departments to determine their ongoing repetitive contract requirements.
- Gathers product information from the marketplace.
- Ensures pricing, product information and contract terms and conditions are current and available via the contract and the 1GX Purchasing Catalogue to enable departments to manage their contract purchases effectively.
- Makes recommendations for standing offer and blanket contract awards, creates resulting contracts, and obtains contract approval at the appropriate level.
- Maintains contracts including monitoring contract usage (obtains usage information, analyzes usage to determine trends), monitors vendor performance, and implements contract renewals with no lapses.
- Implements price and item changes, and obtains, monitors, reviews, and approves uploads of resulting contract changes to 1GX.
- Creates documents and notices for posting on the XNet Site to keep all of GoA updated and informed of new standing offer contracts, terminating contracts, requests for information, and other information pertinent to standing offers.
- Responds to GoA departments, ABCs and MASH sector regarding government wide standing offers and blanket contracts.
- Confers with vendors regarding general contract terms and specifications.
- Tracks and reports on savings.

3. Provides direction, assistance, and consultative expertise to departments enabling them to define their requirements for tendering purposes and to purchase goods and services in accordance with the Direct Purchase Regulation (Regulation) and associated Administrative Practices (Practices) in support of enhancing customer satisfaction.

Activities:

- Responds to inquiries regarding interpretation of the Regulation and Practices.
- Assists with the interpretation of the Procurement Chapter of the Agreement on Internal Trade, the New West Partnership Trade Agreement and the World Trade Organization Agreement on Government Procurement.
- Acts as a facilitator/advisor for purchases outside of the Department's Mandate.

- Educates departments on processes and formats of data required in 1GX Sourcing Requests, and on the use of the 1GX catalogue.

- Assists departments in determining the best method to acquire goods (not cookie cutter solutions).

4. Communicates with vendors, in accordance with policies and procedures, resulting in vendor awareness of the procurement process and departments' requirements being met.

Activities:

- Gathers information from vendors to determine product availability, reviews general terms and conditions and economic issues, and performs market analysis in support of government requirements.

- Responds to inquiries from vendors and resolves problems/issues proactively with vendors in order that departments are not negatively impacted.

- Debriefs unsuccessful vendors, and provides detailed explanation of errors, deficiencies, and counter terms to assist vendors in providing compliant quotes.

- Provides information to vendors relative to the procurement process and electronic tendering system, and encourages vendors to participate in Government opportunities.

- Conducts Vendor Information Sessions providing detailed information to vendors with respect to doing business with the GoA.

5. Keep management apprised of issues that may be sensitive or escalated within the organization, in accordance with internal processes, so that management is aware of potential problems.

Activities:

- Escalates sensitive and problematic issues to the Procurement Manager in a timely fashion.

- Anticipates problems and recommends solutions.

- Identifies shortfalls with current systems (APC, 1GX), processes, policies, procedures, and terms and conditions and recommends solutions in an effort to enhance service to departments and protect the Crown.

- Provides input on Briefing Notes and Action Requests.

- Researches and provides written reports and / or financial analysis on products, issues, or commodities.

Problem Solving

Typical problems solved:

The position must leverage knowledge of trade agreements, GoA legislation and policies, and procurement best practices to independently determine the course of action for a procurement or contract issue. The position uses a variety of approaches to research the next step for a procurement project. These projects and issues are usually multifaceted and can be politically sensitive.

Typical problems faced by this position include:

- Negotiating among parties with separate interests and agendas (e.g. inter-divisional interests, business and industry, stakeholder organizations and government);
- Influencing the acceptance of new and innovative ideas;
- Providing leadership in the realm of procurement service, while respecting program decision-making; and
- Lack of precedents to follow when developing new procurements.

The Corporate Purchasing unit is uniquely delegated to procure tangible goods for GoA, which entails unique problem-solving requirements in a rapidly evolving supply chain. The GoA has a wide scope of goods to procure, so the position must be adept at shifting problem solving approaches to meet the demands of a variety of supply chains.

Procurement projects need to administered proactively. The position must anticipate needs of clients and

analyze how vendor, client and supply chain issues will affect each other. Resources are extremely limited but there is often intense pressure to deliver under inflexible timelines. Creativity and agility is required to navigate competing priorities.

Types of guidance available for problem solving:

The position works within the parameters of established policies, and guidelines, but will routinely address issues that have no specific precedent. Supervision is provided by the Senior Procurement Officer and Manager. The position has independence to find solutions and determine areas of focus and priorities.

There are trade agreements and policies that must be followed, so precedents do exist. However the solution to a problem is rarely spelled out in the available documentation, so careful judgment based on technical knowledge and experience is essential.

Direct or indirect impacts of decisions:

Significant interaction with departments to understand their requirements, develop well defined solicitation documents and provide departments with information relative to the procurement process.

Substantial interaction with vendors and manufacturers to obtain product information and clarification of responses, to provide vendors with information relative to the procurement process including debriefing of unsuccessful vendors in potentially adversarial situations, and to finalize contracts.

Consults with internal entities such as Legal Counsel and Risk Management for guidance in ensuring the Crown's interests are protected and in the creation of RFQ terms and contract clauses.

Interacts with external government entities to obtain information to assist with the procurement process.

Provides information for applicable trade agreement and internal service level reporting.

The Purchasing Officer can be named as co-defendants in lawsuits against the GoA. In the event that proper procedures were followed, at the first court appearance, the GoA would normally ask that the Senior Purchasing Officer's name be removed from the suit. However, the facts in the specific situation could have an impact on their liability.

Key Relationships

Major stakeholders and purpose of interactions:

Daily: Operational support to coordinate and liaison for Corporate Purchasing day to day work processes:

- Internal clients within the department
- Clients at all working levels of the organization in other departments within GoA
- Clients at all working levels withing partner organizations, such as MASH or ABCs
- Technical support teams, such as 1GX

Daily: To help support cross-training with other branch staff, receive direction, bring forward issues and/or propose solutions for consideration:

- Procurement Manager
- Other branch leadership, including the Executive Director

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- 2 years of experience in public sector procurement;
- Knowledge of trade agreements;
- Knowledge of legislation and policies specific to GoA procurement;
- Understanding of machinery of government decision-making;
- Excellent verbal and written communication abilities;

- Excellent attention to detail;
- Knowledge of 1GX source-to-contract tools;
- Ability to understand policy and process implications;
- Ability to analyze information and make recommendations to find solutions based on findings;
- Ability to anticipate and positively influence the actions of others;
- Ability to manage competing priorities;
- Ability to work independently as well as in a team environment;
- Ability to exercise discretion and diplomacy in a highly sensitive environment.

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 	Position must integrate different types of policies and client priorities to identify the correct solution to each problem.
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 	Position must be able to prioritize and manage competing priorities. Also pivot between emerging issues and day to day requests (i.e. branch urgent requirements, ministry announcements and mandates).
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly 	Position is required to achieve results on priorities despite ambiguity in process, evolving challenges, and tight timelines.

		<ul style="list-style-type: none">• Considers complex factors and aligns solutions with broader organization mission	
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Benchmarks

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

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.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature