

## Department Contract Management Lead (CO)

15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4 • Leadership • 06/11/2021 • 40988

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Department Contract Management Lead (CO)

Job Number : 40988

Working as an agent for Council, Executive Leadership Team (ELT), Department Leadership Team, and reporting to the Director of Department Strategy for City Operations, the Department Contract Management Lead contributes to the Department's vision by performing a role focused on implementing and executing the Department Contract Management strategic framework, related Department priorities and direction.

The Department Contract Management Lead within City Operations will be accountable for implementing the human, social, technical and strategic systems required to carry out contract management work on a day-to-day basis.

Your success will be measured by your ability to achieve results in a respectful, inclusive and service-minded way. With a focus on the **City of Edmonton's Cultural Commitments** to Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Governance and Strategy:
  - Establish and sustain the Department's governance model while ensuring alignment with Corporate models in relation to procurement, capital project management, contract and supplier management, delegation & expenditure authority
  - Act as Department subject matter expert in regards to how the contract management governance model operates
  - Manage competing priorities to support ongoing initiatives; collaborating with the Director of Department Strategy in establishing a plan and executing as appropriate
  - Act as the primary resource of information in relation to how contract management activities within the Department are organized
  - Provide support to Branches in evaluating all contracts within the Branches for compliance to the contract terms and conditions; and establishing a plan to rectify issues and mitigate any risks associated with non-compliant contracts
  - Evaluate Department's compliance with contract management training requirements: establish a plan to rectify issues and mitigate any risks associated with non-compliance.
  - Lead and conduct Department quality assurance, quality control and pre-audit program activities
  - Contribute to, and determine, design, implementation and continuous improvement of Department processes and practices, including internal training, related to contract management
  - Develop ongoing assessment of compliance with contract management directives, policies and procedures, and identify continuous improvement and training opportunities
- Portfolio Management:
  - Work with operational areas and CPSS Procurement, establish and sustain a best-value mindset culture while ensuring contract management is considered during the procurement phase
  - Contribute to the execution of Corporate/Department contract and supplier management frameworks
  - Lead and execute supplier performance management program within the Department in alignment with Corporate's initiative
  - Lead and establish annual contract management plan (portfolio plan versus individual plans) for all Operational Sections
  - Lead and support Contract Specialists and other City staff/stakeholders in formal contract dispute resolution
  - Identify overall trends, risks and issues found during contract monitoring; evaluate their potential impact on the contract deliverables
- Reporting
  - Develop and maintain contract management related performance measures and/or reports to ensure portfolio visibility/performance at all levels of the Department
- Leadership
  - Lead a team of Contract Specialists and Contract Administrators
  - Provide direction to Contract Specialists, Contract Administrators, and, as required, involve Operational Contract Managers and other stakeholders in establishing strong contract and supplier management plans
  - Lead, establish and exemplify the desired culture throughout the work group, that supports the Corporate, Department and Branch's vision, mission and cultural commitments
  - Establish, demonstrate and hold others accountable to the commitments of the Department

Qualifications :

- Bachelor's Degree focusing in Commerce, Supply Chain Management, Business Administration, Business Law or similar field is required
- Certification or coursework/training in procurement and contract management such as Supply Chain Management Professional (SCMP) from Supply Chain Management Association (SCMA) or Certified Public Procurement Officer (CPPPO) or CPP (Certified Procurement Professional) from Universal Public Procurement Certification Council (UPPCC) is considered an asset
- Certification or coursework/training in financial management, public administration, change management, project management, other leadership training, or other similar coursework/training is considered an asset
- 7 years diversified procurement and contract management experience in a centralized supply chain management environment performing contract management and / or supplier performance management
- 4 progressively responsible experience in a leadership role within a large, complex unionized organization, preferably within the public sector
- Experience in a unionized environment is required
- Specialized knowledge and experience in contract management including knowledge of domestic and international trade agreements, partnerships and regulations
- Experience working with ERP systems such as SAP or Oracle
- Experience managing and working with external consultants
- Experience in the following supply chain areas within a public sector is preferred:
  - Purchasing
  - Sourcing strategy development;
  - Category management;
  - Contract negotiation;
  - Supplier relationship management
- Additional training in financial management; public administration; government relations; project management; and/or change management would be an asset
- Demonstrated knowledge of public sector procurement, contract and supplier performance management practices and standards
- Ability to accurately interpret contract documents to determine business and legal implications
- Extensive knowledge of tendering law and trade agreements, supported by both academic and practical experience in contract management, procurement and supply chain systems
- Exercise sound judgement and persuasion in order to manage competing priorities and to enforce compliance with directives, policies and procedures
- Ability to use contract management tools, dashboards, spreadsheets with demonstrated ability in G-Suite, MS Office applications, SAP ECC, SAP Ariba & Tableau
- Strong verbal and written communication skills, including report writing, and presentations
- Result driven focus with experience in procurement, contracts, strategy development, accountability frameworks and performance management systems
- Ability to manage disputes to protect City interests
- Ability to thrive, anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work and lead in a dynamic fast paced ever changing environment
- Ability to effectively interact, communicate, influence and collaborate with a variety of partners and stakeholders including cross-functional teams, City contract management teams, senior management, staff at all levels, union representatives, City Council, businesses, and academic institutions
- Proven planning and organization skills to manage program delivery
- Demonstrated skills in facilitation of groups with competing interests and priorities
- Demonstrated ability to build strategic networks, alliances and partnerships and willingness to develop strong relationships and work in a collaborative, integrated manner
- Recognized organizational change management experience, which emphasizes the people-side of change
- Strong Human resources management skills including recruitment, coaching, performance development and management, and conflict resolution
- Embrace the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, and foster an environment that encourages others to do the same

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3etpEt6>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca).

*Up to 1 permanent full-time position*

**Hours of Work:** 36.9 hours per week Monday - Friday

**Salary:** \$84,597 - \$120,852 (Annually)

**Talent Acquisition Consultant:** SD/JB

Classification Title : ML2 - Procurement

Posting Date : Jun 11, 2021

Closing Date : Jun 21, 2021 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union : Management

Department : DCMO - City Operations

Work Location(s):

15th Floor Edmonton Tower, 10111 104 Avenue

Edmonton T5J 0J4

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