

Job Description

Job Title	Category Management & Contracts Supervisor
Job ID	79119
Location	Education Centre
Full/Part Time	Full-Time

Who Are We?

The Calgary Board of Education (CBE) is the largest school board in western Canada with over 144,000 students and 16,000 employees. Our mission: Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning. We pride ourselves in the values we hold. Students come first. Learning is our central purpose. Public education serves the common good. The CBE encourages an inclusive and equitable workplace, which supports our diverse student and employee community. We encourage all applicants to join our dynamic, diverse, and collaborative culture and welcome applications from all qualified individuals.

When you apply to the CBE, you can feel good about serving our future leaders and contributing to student success.

Competition Info

Competition Close Date: Tuesday, July 28, 2026 @ 11:59pm

Calendar: 12 Month Calendar

Salary: \$118,200 to \$144,100

FTE: 1.0, 35 hours per week

What does this role look like?

The CBE understands the future of work is flexible. In this role, you are eligible to participate in a flexible work program that allows you to work remotely for up to three days a week. A minimum of two days must be in the office. At certain times, you maybe be required to work in the office more then 2 days per week based on operational requirements.

In the Procurement services department, the Category Management & Contracts Supervisor will develop, implement, and manage procurement policies, procedures and strategies aligned with the organization's goals and objectives. The Supervisor will be responsible for providing ongoing training and professional development opportunities for procurement staff.

The Supervisor will monitor and report on procurement performance, ensuring risk mitigation and compliance with applicable laws, regulations, and organizational standards and conduct regular audits to verify adherence to procurement guidelines.

The Supervisor will develop, maintain, and monitor supplier performance process to ensure quality and cost objectives are met while utilizing strong analytical skills to evaluate procurement data and trends.

The successful candidate will optimize workflows and automation processes to enhance efficiencies and facilitate clear communication between procurement, other departments, and external stakeholders.

What will you do?

Service Management

- Provides leadership, direction and mentoring to Buyers.
- Recruits and selects direct report staff and establish standards of performance for each member, direct staff training and activities and monitor and evaluate staff performance and development. Provide feedback to employees.
- Carries out employee disciplinary actions, up to and including termination, as required.
- Accountable for the creation and execution of contracts and other type of documents to relevant stakeholders for review as required, track progress, provide advice, and ensure turnaround is timely. Identify required actions to ensure data integrity.
- Lead in the development, analysis and negotiation of contracts and other procurement documents in consonance with business practices, policies and procedures, and legislation. Provide strategic advice to the organization on contractual and legal risks and identify proactive solutions to mitigate risks.
- Lead, design, train and implement adequate systems with clear processes to provide accurate and detailed management reporting on deliverables, budgets and submission for payments for contractual obligations.
- Lead the design and implementation of organizational processes such as the P2P process, encumbrance and funding process, data quality assessment and improvement, and data reconciliation initiatives between service units.
- Create, organize, maintain and report on contract life cycle, including completing and verifying changes and resolving discrepancies.
- Coordinate and support financial processes, including the preparation of budgets, forecasting, quarterly and year end reporting and provide analysis to management.
- Maintains current knowledge of Federal and Provincial regulations and how they affect purchasing procedures to ensure all competitive bid documents confirm to the Agreement on Internal Trade specifications and that all bids are posted on the electronic tender website. Ensures all correct and applicable Freedom of Information and Protection of Privacy (FOIP) legislation clauses appear in tenders, RFP, RFI, quotations and contracts issued on behalf of the Service Units and Schools and that the integrity of the Board is maintained within these clauses.
- Mentors Buyers in establishing acceptable standards and ensures vendors are able to meet the requirements of the organization.
- Act as the initial point of contact for operating departments/schools that present a contract drafted by a proposed counterparty, ensuring proper review by circulating the draft to Legal (internal or external, as applicable), Corporate Risk Management, Insurance, Finance and the internal "business owner" of the contract, in a timely manner and follow up to prevent unnecessary delays.
- Act as the initial point of contact for business owner or operating departments/schools seeking to draft a new contract by the CBE using a standard CBE contract template. Coordinate with Legal and parties involved to seek drafting of the contract. Circulate the contract drafted by legal for review by Corporate Risk Management, Insurance, Finance and the business owner.
- Coordinate the proper execution of finalized contracts by CBE and ensure that each contract is properly executed by the counterparty.
- Monitor contractual compliance by the CBE. Coordinate with the business owner, operating departments and schools to ensure proper implementation of the contract.
- Coordinate the design and post procurement documents, when finalized, on the Alberta Purchasing Connection, and administer the site on behalf of Procurement Services.
- Maintain contract templates that have been prepared and vetted by Legal, Corporate Risk Management, Insurance and Finance. Initiate the review of templates annually or as required.
- Identify to the specialists any issues with templates and other contracts provisions in implementation.
- Maintain the contract records system, including future dates of relevance under the contract.
- Initiate the renewal or extension of contract process. Maintain contract obligation records, and notify the Manager of upcoming requirements.
- Maintain reporting system on contractual implementation, as required.

Leadership/Operations

- Responsible for leading, coaching, managing and supporting the Buyers' team to ensure group objectives are met. This includes compliance, safeguard of the CBE assets, mitigating risks to the organization to name a few.
- Monitor contracts administration trends, particularly in the public sector, and notify Legal and/or the Manager, as appropriate.
- Liaise between the business owner and Legal in respect to contractual interpretation and how this affects implementation.
- Ensure executed contracts are communicated to all relevant parties.
- Provide training to stakeholders on P2P process, contracts administration and contract lifecycle processes.
- Identify areas of improvement in terms of P2P processes, contract lifecycle process and Supplier Relationship Management process
- Perform other related responsibilities as assigned to meet the purpose and accountabilities of the role.

Note:

This position requires personal transportation to conduct job responsibilities.

What are we looking for?

Education and Experience:

- University degree in relevant discipline from a recognized academic institution (preferably Business Administration or Finance).
- Minimum 7 years relevant experience including work in a strategic Purchasing or Contracts environment. Experience in a public sector organization would be an asset
- Includes a minimum 2 years demonstrated experience in a leadership role managing purchasing teams
- Extensive knowledge of procurement management processes
- Other equivalent combinations of directly related post-secondary education and directly related experience may be considered.

Demonstrated Skills and Competencies:

- Strong written and oral communication skills
- Strong analytical, organizational and time management skills
- Strong interpersonal and leadership skills combined with tact and diplomacy skills
- Ability to work effectively in a rapidly changing environment with very high and demanding workloads under constant timelines
- Proficiency in the Microsoft Office Suite
- Knowledge of Oracle financial systems or other ERP financial systems
- Personal suitability

Conditions of Employment

Police Information Clearance: Applicants new to the Calgary Board of Education WHO ARE OFFERED EMPLOYMENT must complete and pass a police information clearance before employment is confirmed.

Be Part of Our Success

A career with the CBE offers incredible opportunities, rewards and supports.

Click www.cbe.ab.ca/Careers/ for more information on a career with the CBE.

What happens next?

We thank all candidates for their interest in this position however only those selected for an interview will be contacted.

Land Acknowledgement

The Calgary Board of Education acknowledges the traditional territories and oral practices of the Treaty 7 Nations, including the Siksikaitsitapi Nations, Tsuut'ina Nation, and the Îyârhe Nakoda Nations. We acknowledge the Métis Nation within Alberta, and all people who make their homes in the Treaty 7 region of southern Alberta. As a learning organization, we are committed to advancing the Truth and Reconciliation Calls to Action focused on Education for ReconciliACTION.

https://career.cbe.ab.ca/psp/CLBEHPRD/EMPLOYEE/CBE_CG/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=200&FOCUS=Applicant&JobOpeningId=79119&PostingSeq=1