

Job Description**Contract Management Lead**
Job Number 52682**Are you a strategic connector with a passion for ensuring seamless operations and empowering teams?**

The City of Edmonton is looking for a Contract Management Lead who can bridge the gap between our dedicated contract management professionals and key decision-makers. Reporting directly to the Manager of Strategic Contract Management, you'll play a vital role in guaranteeing the continuous operation of our City. This isn't just about oversight; it's about providing collective leadership and cultivating an environment where our Contract Management team — and the Corporate Procurement and Supply Services (CPSS) Branch — can truly excel.

If you're ready to ensure the health and validity of critical contracts while strategically guiding human, social, technical, and operational systems, we want to hear from you.

What will you do:

- Working in collaboration with the Manager, Strategic Contract Management for managerial duties of Contract Management staff reporting to the position including but not limited to hiring, work assignments, delegation, and performance management/documentation
- Ensure accountability of work within the team, while ensuring alignment of strategic City/Branch/Section plans as well as contract management procedure, practices and policies across the City
- Foster a culture of proactive collaboration across the contract management teams as well as related internal and external stakeholders
- Provide leadership, development, coaching, performance evaluation, and feedback to staff while proactively communicating and escalating to the Manager, Strategic Contract Management where needed.
- Ensure staff's health, wellness, and safety
- Engage, assign, and provide recommendations in work/tasks/projects assigned to staff
- Provide guidance and recommendations on a continuous basis in supporting staff towards completing the work, problem solving, while promoting collaboration, initiative, and flexibility
- Ensure team's effectiveness and performance through meticulous reporting and performance measurement, reporting key performance indicators for growth, opportunities, accuracy and transparency in line with section/unit standards
- Continue to foster a culture of accountability within the CPSS Contract Management team
- Uphold overall quality assurance/control for the contract management staff by integrating valuable lessons learned and finding innovative solutions
- Accountable for the completeness and content of work completed by the team
- Serve as the level of escalation for contract management support and advice to the assigned portfolio department(s) by serving as technical expert on contract management
- Provide reporting on quantifiable targets for the needs identified by the Manager, Strategic Contract Management
- Support and implement all requirements related to contract management processes, procedures, policies across the City
- Other related responsibilities

Qualifications**Qualifications:**

- Bachelor's Degree in Business Administration, Public Administration or a related discipline, or equivalent is required
- A minimum of seven (7) years of progressively responsible experience within a large, complex unionized organization, preferably within the public sector. Two (2) or more years of progressively responsible supervisory experience

Assets:

- Certified Professional Purchaser (CPP), Supply Chain Management Professional (SCMP) or Certified Public Purchasing Officer (CPPO) or equivalent is an asset
- Project Management Professional (PMP) or related project management designation is an asset
- Change Management certification is an asset
- Masters degree in law, financial management, supply chain, business administration, management, public administration, government relations, project management, change management is an asset
- Experience in working with SAP and other ERP solutions is preferred

Skills required for success:

- Specialized knowledge and experience in contract management and supplier performance management including knowledge of contract law, domestic and international trade agreements, partnerships and regulations
- Experience in the following supply chain areas within a public sector is preferred:
 - Contract Law
 - Contract Drafting and Interpretation
 - Contract Changes and Amendments
 - Public Procurement
 - Sourcing Strategy Development
 - Category Management
 - Contract Negotiation
 - Contract Management
 - Supplier Relationship Management
- Knowledge of key Supply Chain Management processes within the concerned department's context

- Procure to Pay
- Sourcing
- Evaluation
- Contract Management
- Supplier Performance Management
- Contract Interpretation and Drafting
- Understanding of trade agreements, City procurement and financial policies, and other legislation, regulations or requirements
- Experience and knowledge of the following in the public sector:
 - Public Sector Contract Management
 - Procurement and Contract Law
 - Supplier Performance Management Knowledge
 - Negotiations Skills
- Demonstrated knowledge of public sector procurement, contract and supplier management practices and standards
- Demonstrated leadership, coaching and team building skills
- Ability to analyze complex technical information and make timely decisions
- Extensive knowledge of tendering law and trade agreements, supported by both academic and practical experience in procurement and supply chain systems
- Proven planning and organization skills to manage program delivery
- Demonstrated skills in facilitation of groups with competing interests and priorities
- Strong conflict resolution and negotiation skills with experience solving complex and sensitive issues
- Strong verbal communication and interpersonal skills, with an ability to interact well with a diverse group of executives, colleagues, staff and citizens
- Strong written communication and presentation skills, including report writing
- 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
- Human resources skills including recruitment, coaching, performance development and management, and conflict resolution
- Experience managing and working with external consultants
- Ability and willingness to delegate and empower others
- Experience applying project management principles and tools
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion

Work Environment:

- Note: This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance
- Alignment to our Art of Inclusion: Our Diversity and Inclusion Framework
- Alignment to our Cultural Commitments
- Alignment to our Leadership Competencies
- Applicants may be tested

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>

Up to 1 permanent full-time position

Hours of Work: 40 hours per week. Monday-Friday.

Salary Range: \$48,360 - \$61,711 (Hourly); \$100,975.68 - \$128,852.57 (Annually)

Salary ranges are in the process of being updated in accordance with the recently ratified collective agreement between the City and CSU 52 will be forthcoming shortly.

Talent Acquisition Consultant: RD/SB

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Strategic Planning Analyst III

Posting Date Jun 11, 2025

Closing Date June 25, 2025 11:59:00 PM (MDT)

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

Union : CSU 52

Department Corporate Procurement and Supply Services

Work Location(s)

Edmonton T5J 3A3