

Welcome. You are not signed in. | [My Account Options](#)[My Job Cart](#) | [Sign In](#)[FAQ ?](#)[Job Search](#)[My Jobpage](#)[Basic Search](#)[Search](#)[Apply Online](#)[Add to My Job Cart](#)**Job Description****Director, Contract Management and Business Sustainment****Job Number: 52530**

Reporting to the Branch Manager, Corporate Procurement and Supply Services, the Director is accountable for the corporate processes and oversight of contract management activities in the City of Edmonton as well as the evolution and diversification of corporate contracts along with supplier performance management practices.

The Director will establish trusted business relationships with partners across the Corporation, and will lead the Corporation in developing sound, effective and achievable outcomes related to the management of contracts and vendor relationships across the Corporation.

Additionally, the Director will collaborate with partners to drive the implementation of advanced business solutions, specifically designed to optimize operational efficiency and effectiveness within the City's procurement-to-payment (P2P) system SAP Ariba solution.

What will you do?

- Provide leadership and strategic direction by fostering collaboration, both internally and externally, drive development of governance practices, contract and vendor management processes, contract negotiations skills, contract templates, tools and technology standards and training
- Develop vision, strategies and operating principles to guide and influence work culture
- Support the continuous improvement of the City's P2P functions and practices, while ensuring technology sustainment is in alignment with leading public sector best practices and delivering services to across all City departments
- Continue to establish and review policies, procedures and internal controls to ensure the efficient and effective provision of contracts and to protect the City's interest with respect to contract management and business sustainment
- Collaborate both internally within the Branch, corporately with all City departments, and with external partners, industry associations and peer organizations to develop governance practices and business processes
- Represent the section in a multi-year City wide initiative to implement a single, modernized, core enterprise resource planning software solution
- Continue to build annual operating budgets for all areas within the section
- Continue to build healthy and positive work environments that enable the team to reach their potential while strengthening organizational capacity
- Apply industry expertise and innovation to respond effectively to changing conditions
- Develop business cases for pursued technology, including financial analysis, risk mitigation, and oversee the implementation of new initiatives

Qualifications:

- Experience, knowledge, training and/or education in Law, Business Administration, Supply Chain Management, Engineering or a related discipline
- Leadership experience in contract management, legal, or procure-to-pay environments, demonstrating a comprehensive understanding of related processes and practices, including senior leadership experience within procurement, legal, or contract management, preferably within large public sector teams, with demonstrated knowledge of contract law, governmental policies, trade agreements, and regulations
- Experience with SAP Ariba or similar procurement-to-payment (P2P) systems

Assets:

- A Master's Degree in a related field
- Completion of the Supply Chain Management Professional (SCMP) or related procurement or contract management designation or related accreditation
- Completion of the Project Management Professional (PMP), Change Management certification, and/or Lean Six Sigma Green or Black Belt status

Skills required for success:

- Demonstrated ability to lead organizational changes using structured change management methodologies
- Expertise in employing a systems-based approach to effectively manage diverse teams in evolving environments
- Strategic thinking to tackle complex issues, manage emerging projects, and adaptively steer initiatives
- Proactive identification of business opportunities and ability to influence organizational policies and planning



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- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)
- Applicants may be tested

Conditions of Employment and Work Environment:

- **1 permanent, full-time position**
- Hours of Work: 36.9 hours per week, Monday - Friday. This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite
- Salary: (Annually) \$142,206.08 - \$177,758.62
- Hire is dependent on Criminal Information Check satisfactory to the City of Edmonton. There may be a cost associated with this requirement

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>. Talent sourced through this process may be considered for similar opportunities within the City of Edmonton.

Talent Acquisition Consultant: JM / SB

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

IND 123

Classification Title: ML4 - Procurement

Posting Date: May 26, 2025

Closing Date: June 16, 2025 11:59:00 PM (MDT)

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

Union : Management

Department: Corporate Procurement and Supply Services

Work Location(s): Century Place, 8th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

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