

Ministry: Various
Branch: Finance and Administrative Services
Location: Victoria

Working Title: **Ministry Procurement Officer**
Level: Range 24
Classification: Administrative Officer

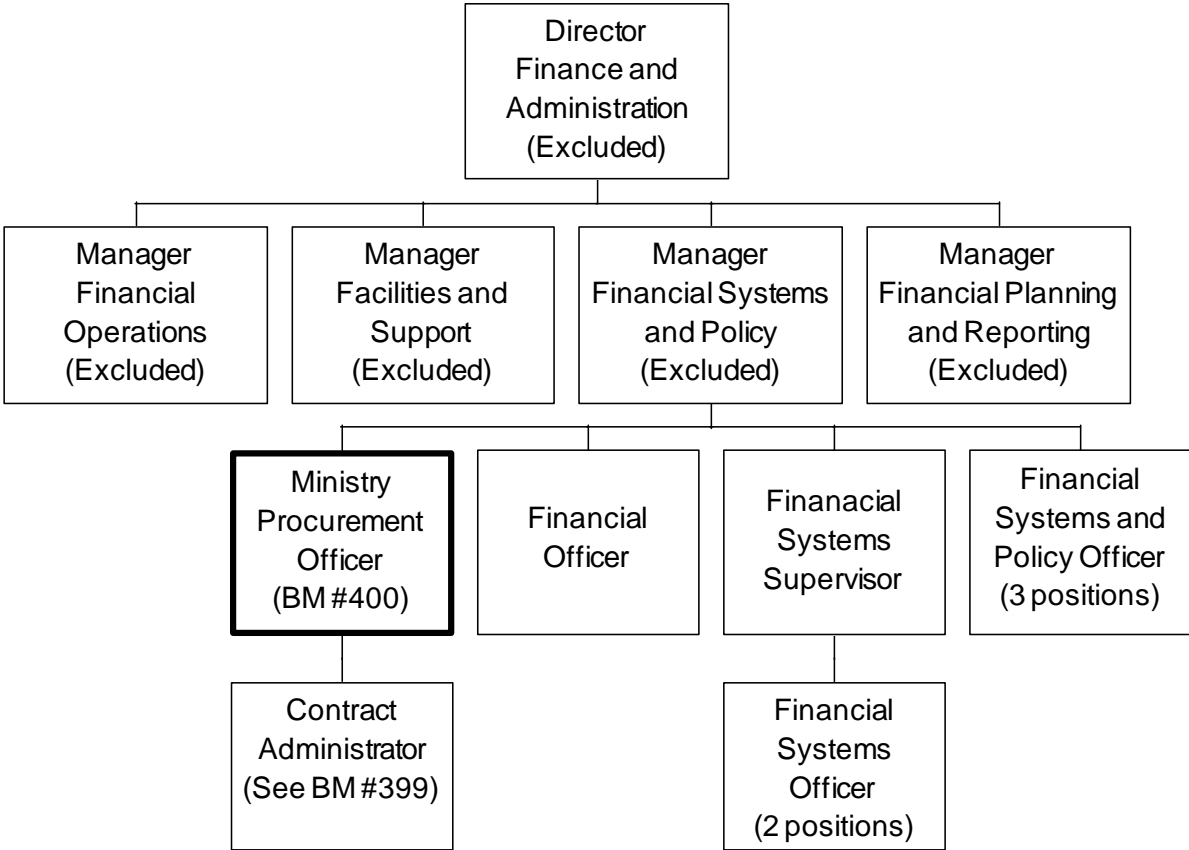
PRIMARY FUNCTION

To plan and establish the ministry procurement business practices and operational policy relating to contracts, and other legal methods of acquiring services for a decentralized system of contract management services.

JOB DUTIES AND TASKS

1. Develops and interprets ministry procurement policy
 - a. develops, writes and maintains procurement policies and procedures
 - b. ensures policies and procedures are implemented and functioning in all aspects of procurement
 - c. analyses and provides recommendations on financial management issues
 - d. develops and maintains a ministry-wide contract information system
2. Reviews contracts and advises contract administrators and all levels of ministry staff
 - a. provides advice to contract administrators, financial officers and managers throughout the ministry on a range of contract issues ensuring technical, legal, ethical and financial standards, and appropriate business practices are met
 - b. reviews and provides advice on sensitive and/or large dollar contracts prior to execution
 - c. approves new standard format contracts ensuring control requirements are met
 - d. provides direction to resolve disagreements on contract content and terms with ministry staff
 - e. resolves issues escalated by contract administrators and managers throughout the ministry
 - f. identifies financial and legal risks of contract issues, and provides advice based on contract law and business law
3. Represents the Ministry on procurement issues
 - a. represents the Ministry on cross government committees and initiatives, ensuring value for money and accountability for government and Procurement Reform initiatives are met
 - b. identifies and implements changes required to financial policy and procedures as result of new programs and/or government initiatives and provides solutions to satisfy program needs and accounting and auditing principles and standards
 - c. attempts to resolve conflicts by acting as the liaison between the contractor and ministry
4. Supervises a Contract Administrator (1 FTE)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. conducts formal appraisals of work performance
5. Plans and conducts reviews of the ministry procurement process
 - a. establishes a procurement review plan based on areas of concern, establishing parameters and choosing criteria
 - b. conducts reviews
 - c. writes review reports and meets with branch staff to convey results and recommends correction action where appropriate
 - d. establishes a follow-up plan to ensure areas of concern are addressed, communicates with Manager, Director and ADM where further support is required
6. Develops and coordinates procurement related training for the Ministry
 - a. identifies the need for workshops and seminars
 - b. develops and delivers training sessions on procurement policies, procedures, requirements and practices
7. Performs other related duties
 - a. prepares briefing notes, reports, and correspondence using word processing, spreadsheets and other presentation software

ORGANIZATION CHART
Benchmark Job #400



REASON FOR CLASSIFICATION

Benchmark Job #400

Job Title: Ministry Procurement Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of contract and business law to plan and develop procurement policies and procedures for the ministry, provide advice on procurement issues, conduct audits, develop contract related training and represent the Ministry on procurement issues.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify ministry procurement procedures to provide advice to contract administrators, develop, write and interpret ministry policies, conduct audits and identify financial and legal risks.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiating skills to resolve conflicts by acting as the liaison between the contractor and ministry.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard to prepare a variety of letters, reports and spreadsheets with some speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by government procurement policies, guidelines and standards and financial administration policies, plans ministry contract audits, develops and interprets ministry procurement policy, reviews contracts and provides advice to contract administrators.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Major financial responsibility to develop language for sensitive and large dollar contracts for the ministry, ensuring technical, legal, ethical and financial standards and appropriate business practices are met.</p>	G	58
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to develop and maintain a ministry-wide contract information system.</p>	F	43

REASON FOR CLASSIFICATION

Benchmark Job #400

Job Title: Ministry Procurement Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise a contract administrator (1 FTE) and appraise employee performance.	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to drive, as the driver of convenience, to various ministry locations to conduct training sessions and discuss contract issues.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently focus on computer or source documents to read contracts and other documents, reports, databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed contract material.	C	12
12	SURROUNDINGS Exposure to occasional overnight travel.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 860

Level: Range 24