

# Opportunity for career development



As an equal opportunity employer, we are looking to build a diverse workforce that reflects the diversity of our clients and the customers we serve.

## Sourcing and Contracting Specialist Contracting & Procurement Services –Corporate Services Edmonton, Alberta Permanent Full Time

### Why WCB-Alberta?

We are a team that cares. Over 2,000 people, in four offices located in Edmonton and Calgary, each with unique skill, expertise and perspective that supports our core areas of business. Regardless of specialty, we are a team connected by a shared purpose and value.

As the independent operator and administrator of the province's *Workers' Compensation Act*, we come to work each day committed to over two million workers and over 170,000 Alberta employers. We are inspired by making a positive impact on the lives and businesses that have been impacted by workplace injuries.

Our Contracting and Procurement Services (CAPS) team, plays an important role in supporting our organization's success. As a senior member of the CAPS team, you will work closely with leaders from across the organization to develop strategic contracts for a variety of products and services to best suit their needs. Utilizing in depth knowledge of negotiations, procurement processes and contract formation you will be tasked with delivering best value procurements to the WCB and its stakeholders.

We are looking for a Sourcing and Contracting Specialist to be responsible for the economic and timely procurement of goods and services required to support the operation of the WCB, as we are looking for a customer service-oriented Sourcing and contracting specialist.

### Your Contracting Specialist responsibilities:

- **Guiding the competitive bidding process:** Our Sourcing and Contracting Specialists manage and coordinate all aspects of the competitive bidding process to ensure efficiency and best value is attained and both legal and financial risks are mitigated. These include complex bids in which the scope of work is undefined, the evaluation methodologies are complex and may require multiple steps and may involve interdepartmental team members.
- **Relationships and Collaboration:** Collaborating with internal clients, you will assess and advise on various competitive practices that will best support business needs. Educate and advise staff and management in policies and procedures to set and raise standards, ensure ethical practices are followed, and the WCB is viewed positively by external stakeholders.
- **Negotiation:** You will use your expert negotiation skills to negotiate contract details and specifications with vendors and service providers to ensure WCB's risk is mitigated, and end-user requirements are met.
- **Leading best practices:** You will participate with the team to research and develop corporate procurement policies and procedures to ensure that the team and the organization is at the fore front of best practices in the field.

**Your experience and skills:**

- You have the opportunity to use your extensive sourcing knowledge, strong contract negotiation experience, project management and time management skills to help you simultaneously manage multiple, complex projects. You will use your comprehensive knowledge of competitive bidding laws, Canadian Free Trade Agreement, procurement practices, and the organization's business requirements to facilitate to best support your clients.
- Along with a post-secondary degree or diploma in business or related field, and SCMP or CPPB/CPPO professional designation, you will have a minimum of 5 years direct competitive contracting experience in a complex, diversified procurement environment. Public sector experience is preferable.

We offer a competitive salary, a comprehensive benefits package, flexible work schedules and hybrid work opportunities that foster a healthy work-life balance. You'll work with supportive leaders and skilled professionals in a caring and collaborative work environment. For more information, please see our [Employee Handbook](#), available on our website.

**Salary Grade:** Pay Grade 11    \$80,762 to \$94,976

Final candidates for this position are required to undergo a security clearance as a condition of employment.

We are committed to providing equal opportunity to all qualified persons, without regard to race, colour, religion or national origin, gender (or gender identity or expression), age, sexual orientation, physical or mental disability. Equal opportunity is provided in employment, promotions and wages.

Please apply online by submitting a cover letter and resume to [www.wcb.ab.ca/careers](http://www.wcb.ab.ca/careers) quoting competition #JR101736. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

**Closing Date:** September 16, 2024