



## ALGOMA UNIVERSITY JOB POSTING

<b>JOB TITLE:</b>	<b>Manager of Procurement</b>
<b>DEPARTMENT:</b>	Financial Services
<b>POSITION STATUS:</b>	Permanent Full Time (35 hours/week), Non-union
<b>LOCATION:</b>	Sault Ste. Marie or Brampton
<b>SUPERVISION RECEIVED:</b>	Director, Financial Services
<b>SUPERVISION EXERCISED:</b>	Procurement Officers, Student Assistants (if applicable)

### PRIMARY FUNCTIONS:

The Manager of Procurement position reports to the Director of Financial Services and is accountable for leading procurement staff, managing contracts, conducting spend analysis, and supporting the creation, design, development, implementation, documentation, maintenance, and continuous improvement of a strategic sourcing program within Algoma University (AU) to support the organization's strategic operational and business goals, objectives and priorities. The Manager of Procurement is responsible for providing strategic procurement and sourcing, expertise, advice and leadership, and will ensure the quality of RFx, Agreements, and Statements of Work issued by Algoma University.

### JOB SUMMARY:

A. Procurement and Contract Management	50%
B. Leading Procurement Team	40%
C. Administration, Other Duties	10%
<b>Total</b>	<b>100%</b>

### RESPONSIBILITIES:

- A. Procurement and Contract Management Duties
  - Identify procurement initiatives and evaluate and inform stakeholder needs, including scope of work in accordance with procurement standards and internal policies.



## ALGOMA UNIVERSITY JOB POSTING

- Act as a resource for faculty, staff and colleagues providing advice, information and training around external legislation and internal policies and their effect on procurement needs.
- Play a leadership role in working with internal stakeholders to build scope of requirements, evaluation strategy, deliverables, expectations, project timelines and business needs.
- Track and report on the progress of on-going procurement activities.
- Provide support to evaluation teams and vendor community to ensure fair and transparent processes.
- Evaluate procurement budgets and develop strategies for long term savings on procurement costs.
- Track organizational spend and support AU's strategic goal of increased spend under contract.
- Liaise with internal stakeholders to identify volume spend and conduct needs analysis.
- Develop and review go to market approach, public / private tendering, vendor of records arrangements, etc. after analysing market trends.
- Respond to procurement-related inquiries (both internally and externally).
- Track, manage, and maintain repository of AU contracts to ensure ongoing feasibility.
- Perform risk assessments on potential contracts and agreements.
- Negotiate with suppliers and vendors to secure advantageous terms.
- Identify contracts coming up for renewal, and work with business leads to develop procurement strategies to go to market.
- Act as an escalation point for contract management issues, and work with business leads and vendors to address issues.
- Educate AU stakeholders on AU procurement policies and procedures and best practices.
- Ensure compliance of Broader Public Sector Procurement Directives (BPS), CETA, CFTA, other government directives, and trade agreements.
- Fiduciary duty to act on behalf of both AU and the vendor community in a fair and transparent manner.

### B. Leading Procurement Team Duties

- Lead the Procurement team in achieving AU's strategic objectives
- Lead continuous improvement initiatives, including development of procedures with a decolonized approach.



## ALGOMA UNIVERSITY JOB POSTING

- Monitor and ensure AU's procurement policies and procedures are adhered to.
  - Track procurement requests and assign projects to staff as required.
- C. Administration and Other Duties
- Approval of purchase requisitions.
  - Department administration and reporting for VPFO.
  - Work with external stakeholders such as legal for contract management, buying groups during collaborate sourcing, and engage with members of the Ontario Professional Procurement Management Association (OUPPMA).
  - Work closely with the Accounts Payable Team to streamline financial recording processes.
  - Perform internal review of Procurement and Contract System records to ensure compliance with any Procurement Directives.
  - Other related duties may be assigned. as required.

### WORKING CONDITIONS:

- **Physical Effort Required**  
Minimal: Long periods of sitting and keyboarding.
- **Physical Environment**  
Minimal: Minimal exposure to unpleasant/disagreeable conditions.
- **Sensory Attention**  
Considerable: Work requires frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention
- **Mental Stress** Considerable:  
Work activities are performed in an environment with frequent exposure to mental pressure conditions where mental stress would be noticeable (i.e. normal deadlines, repetitive work, etc). Fast paced and deadline driven environment, with frequent distractions and interruptions.

### MINIMUM QUALIFICATIONS:

- Undergraduate Degree or Diploma in Supply Chain, Business, or Finance
- Procurement/Supply Chain designation preferred
- 7 - 10 years' direct experience in Procurement/Supply Chain role required



## ALGOMA UNIVERSITY JOB POSTING

- Exceptional analytical and information-seeking skills that contribute to effective decision-making and strategic planning
- Strong organizational and communication skills, both oral and written
- Ability to assist and mentor individuals with the execution of procurement responsibilities
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms
- Ability to effectively communicate financial and reporting information to key users
- Ability to work independently towards meeting target goals
- Ability to review existing processes, and identify and implement continuous improvement measures.
- Experience leading complex and multi-stakeholder projects
- Demonstrated ability to influence others, create alignment, generate commitment to goals and inspire others to action
- Self-directed, courageous, and highly motivated with excellent interpersonal skills
- Ability to apply sound judgment, tact and diplomacy
- Ability to manage multiple priorities to ensure deadlines are met
- Experience with Ontario Education Collaborative Marketplace (OECM) / Supply Chain Ontario or other buying groups considered an asset
- Excellent use of technology for collaboration; strong computer skills; experience with Google suite is an asset
- Experience using ERP, Procurement and contract management systems, including source-to-contract and spend analysis would be an asset
- Experience working in a post-secondary education environment or a complex, unionized environment is an asset
- Commitment to understanding Algoma University's Special Missing and The Seven Granfather Teachings
- Vulnerable Police sector check is required

**START: ASAP**

Please submit a resume and cover letter (combined PDF) to [people.culture@algomau.ca](mailto:people.culture@algomau.ca) no later than 4:00pm on Thursday, August 25, 2022.

---

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of



## ALGOMA UNIVERSITY JOB POSTING

our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.