



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Manager, Procurement Administration
Position Status:	Temporary 2-year contract, Full-Time Non-Union
Department:	Finance & Planning
Supervision Received:	Associate Vice-President, Finance & Planning
Supervision Exercised:	Procurement & Accounting Officer Accounts Payable & Accounting Officer
Location:	Sault Ste. Marie or Brampton, ON

PRIMARY FUNCTIONS:

A. Procurement and Contract Management	60%
B. Leadership and Support of Procurement Team	30%
C. Administration and Other Duties	10%
TOTAL	100%

Reporting to the Associate Vice-President, Finance & Planning, the Manager, Procurement is responsible 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 incumbent is also responsible for providing strategic procurement and sourcing, expertise, and advice, and will ensure the quality of RFx, Agreements, and Statements of Work issued by Algoma University.



RESPONSIBILITIES:

A. Procurement & Contract Management (60%)

- Identify procurement initiatives, and evaluate and inform needs, including scope of work in accordance with procurement standards and internal policies.
- Provide advice, information, and training around external legislation and internal policies and their effect on procurement needs to faculty and staff.
- Educate AU partners on procurement policies, procedures, and best practices.
- Work with internal partners to build scope of requirements, evaluation strategy, deliverables, expectations, project timelines, and business needs.
- Track and report the progress of ongoing 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 spending and support AU's strategic goal of increased spend under contract.
- Liaise with internal partners to identify volume spend and conduct needs analysis.
- Develop and review go-to-market approach, public/private tendering, vendor of records arrangements, etc. after analyzing market trends.
- Respond to procurement-related inquiries (both internally and externally).
- Lead the tracking and management of the 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.
- Ensure compliance with 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. Leadership and Support of Procurement Team (30%)

- Lead the Procurement team in achieving AU's strategic objectives
- Lead continuous improvement initiatives, including the development of procedures with a decolonized approach.
- 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 (10%)

- Approval of purchase requisitions.
- Department administration and reporting for VPFO.
- Work with external stakeholders such as legal for contract management, and buying groups during collaborative 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	<i>Minimal</i> Long periods of sitting and keyboarding
Physical Environment	<i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions
Sensory Attention	<i>Considerable</i> Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention
Mental Stress	<i>Considerable</i> Work activities are performed in an environment with frequent exposure to mental pressures conditions where mental stress may be noticeable; a fast-paced and deadline-driven environment with frequent distractions and interruptions

MINIMUM QUALIFICATIONS

- Undergraduate degree in Business or Finance, and a minimum of five (5) years of progressive experience in a procurement/purchasing environment, or an equivalent combination of education and experience, is required.
- A Procurement/Supply Chain designation is considered an asset.
- Experience using ERP, procurement, and contract management systems, including source-to-contract and spend analysis, is considered an asset.



- Experience with Ontario Education Collaborative Marketplace (OECM) / Supply Chain Ontario, or other buying groups, is considered an asset.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiating terms.
- Effective financial reporting communication and presentation skills.
- Demonstrated strong leadership and mentorship skills.
- Exceptional analytical and information-seeking skills that contribute to effective decision-making and strategic planning.
- Ability to balance competing priorities and work under tight deadlines.
- Self-directed and highly motivated with excellent interpersonal and communication skills, including the ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Excellent use of technology for collaboration.

Salary Scale: \$89,622 - \$112,028 annually

**Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca
no later than 4:00 p.m. on February 1, 2024.**

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 our Institution, including equity-deserving 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.