

JOB DESCRIPTION

JOB TITLE:	Senior Manager, Contracts and Procurement
DEPARTMENT:	Procurement
REPORTING TO:	Chief Procurement Officer

Summary:

The role of the Senior Manager, Contracts and Procurement is to manage the day to day operations of the Procurement Department by ensuring that the operations are in accordance with approved corporate policies and procedures.

The Senior Manager Contracts and Procurement also supports the Human Resource initiatives of the corporation and provides guidance and direction to employees in the administration of the procurement process.

Education, Knowledge and Experience

- First Degree in Management or a related field from an accredited institution; **and**
- Level 6 Professional Diploma in Procurement and Supply, MCIPS, SPSM or equivalent procurement certification from an accredited institution
- Certification in Legal training

- Working knowledge of State Financial Regulations
- In-depth knowledge of current Procurement Laws and Regulations
- Strong working knowledge of standards and business conduct
- Proficiency in the use of Office Tools and software relevant to job functions

- Five (5) years' experience, performing similar functions in a procurement environment including three (3) years in a senior management position in a large, diverse organization

OR

Equivalent combination of Qualification, Training and Experience

Key Functions and Responsibilities:

Development of Human Capital

- Liaises with the HR department as necessary and ensure that all HR policies and procedures are implemented throughout the department.
- Ensures the on-going evaluation of employees and implements the appropriate training and development plans where necessary.
- Manages the Human Capital of the department to ensure a level of job satisfaction in keeping with corporate objectives.

Principal Responsibilities

- Supports the CPO in developing the strategic objectives of the Department;
- Plans, organizes and controls team activities in the areas of Sourcing, Contract Management and Reporting
- Participates in and when necessary leads complex negotiations for contracts/agreements.
- Advises on the development of procurement strategies and assists in the implementation of sourcing strategies across all categories for UDeCOTT;
- Demonstrates a thorough understanding of market research and spend analysis by conducting internal needs and external marketplace analysis, and identifying category or industry-specific leverage opportunities;
- Identifies and recommends process improvement opportunities;
- Builds and maintains relationships with key stakeholders
- Ensures all departmental reports and records are consistently updated and readily available for review and analysis;
- Researches, develops and reviews the relevant procurement policies and procedures, including Category and Contract Management in line with best practices and standards as determined by the OPR and UDeCOTT's policies
- Ensures all operations take place in accordance with the PP&DPPA and UDeCOTT's approved policies and procedures;
- Performs all other duties, assignments and special projects as assigned by the CPO

Dimensions and Scope of Role

- Operates in accordance with the State Financial Regulations
- Operates in accordance with current Procurement Laws and Regulations
- Operates within the Policy and Procedure of the Corporation
- Responsibility for the Department's Budget
- Understands the impact of Government compliance with legislation and policy and how these impact the public body,

Key Behavioral Competencies

People Development: Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

Strategic Perspective: Is proficient in the use of strategic planning, monitoring and control techniques. Has an understanding of issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organization's intended results.

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. walks the talk, sets good example, ethical conduct.

Risk Management: Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Corporation guidelines to mitigate risk.

Customer Service: Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially.

Leadership: Ability to convince, influence, motivate and enable others to contribute to the efficiency, and success of the of the overall business strategy, culture and core values of the Corporation

Change Agent: Manage the transformation process, using innovation and creativity as the catalyst for 'mind-set' change and changes in attitude and standards of behavior for the optimal benefit of our communities

Negotiation: Ability to motivate, influence and convince others to take a particular course of action

Key Performance Indicators

- Documented policies and procedures to reflect Best Practice in Procurement
- Procurement projects maximum cycle-time: small – 3 mth; medium – 6 mths; large – 9 mths
- Documented Systems implemented to ensure accountability and transparency
- Records systems established and maintained