

# EMPLOYMENT OPPORTUNITY

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## Procurement Supervisor Procurement & Contract Services

### **Diversity Statement (on sidebar)**

MacEwan University is committed to fostering the principles of equity, diversity, and inclusion within our community, and we are dedicated to removing barriers that have been historically encountered and are currently experienced by some members of our society. We welcome and encourage applications from Indigenous peoples, racialized persons, visible minorities, women, persons with disabilities, sexual and gender minorities, and members of all equity-deserving groups. We believe that the diversity of our students, staff, and faculty serve as a strength of our institution and benefit to society. We are committed to ensuring full and inclusive participation for all in our community.

### **About Us**

MacEwan University is where caring faculty help people connect their passions to their future paths. Located in the heart of Edmonton's diverse and dynamic downtown community, and on the traditional lands of Treaty 6 First Nations and homelands of the Métis people, MacEwan is known for exceptional undergraduate learning. With its dedication to teaching excellence, informed by scholarly research, innovation, and creative activity, MacEwan provides an exceptional collaborative and supportive learning environment with a commitment to human rights, environmental sustainability, and opportunities for community engagement. We are committed to creating an equitable, diverse, inclusive, and welcoming community for all peoples, cultures, and identities.

Our comprehensive undergraduate university offers 59 programs to more than 18,000 full- and part-time students in business, communications, community and human services, design, fine and performing arts, health, humanities, natural science, nursing, public safety, and social science. Through a wide array of experiential learning opportunities, and strategic relationships in the community, we partner with others to produce graduates of stature. Along with a robust grounding in their chosen disciplines, MacEwan students are given durable life skills that prepare them to take on the world.

### **Opportunity**

MacEwan University seeks a full-time continuing Procurement Supervisor for our Procurement & Contract Services team in Finance. You will provide leadership and play an advisory role in the functions of procurement and contract services. In addition to supervision, you are a supply chain professional specialized in implementing cost-effective purchases of all goods and services with an assigned area of responsibility. Quality control assurance and compliance with Trade Agreements and MacEwan's policies and procedures on supply chain management are top priorities when carrying out this role.

Duties include, but are not limited to:



- Assist Director, Procure to Pay with preparing, implementing, and enforcing university procurement policies, procedures, and guidelines with a continuous service level excellence mindset, performing risk assessments on contracts and agreements, escalating risk and compliance issues, and service quality assessment.
- Lead and supervise the Procurement and Contracts Services team, providing support and direction to deliver day-to-day operational services and related special projects as required.
- Perform effective hiring, employee development, and performance management to ensure operational effectiveness and work performance objectives are aligned.
- Collaborate with diverse stakeholder groups at all institution levels to define, refine, and deliver effective program and service delivery requirements.
- Accountable for the human resource functions of the Procurement area, including providing positive and constructive coaching, leadership, and training as required.
- Provide recommendations to senior management to assist in decision-making and problem-solving.
- Analyze data and develop reports for cost and service effectiveness evaluation.
- Plan and oversee the delivery of end-user and stakeholder communications, training, and documentation related to policy, procedure, and system-related activities that impact users.
- Act as point of contact for internal and external audit reviews related to the procurement policy, procedures, and controls.
- Execute, lead, and manage complex, high-value contracts, including managing any changes to the contracted agreement or statement of work.
- Execute, lead, and manage complex RFPs, analyzing the submissions and presenting overall results and recommendations to executive-level management.
- Build and maintain long-term relationships with internal stakeholders and suppliers.

## **Skills**

The successful incumbent will possess the following skills and abilities:

- Strong management and leadership skills
- Demonstrated ability to lead team members in a service-oriented and client-centered environment
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Highly organized and detailed-oriented
- Excellent analytical and problem-solving skills
- Advanced proficiency in Microsoft Suite applications (Outlook, Word, Excel, etc.)
- Ability to work calmly and effectively under pressure to meet time restraints
- Must have a positive attitude and be self-motivated
- Must be able to communicate effectively with internal and external stakeholders
- Demonstrated skills in negotiations and relationship building
- Ability to manage large and complex projects

- Top-notch interpersonal skills

### **Qualifications**

- Bachelor's degree in supply chain management or business administration.
- Supply Chain Management Professional certification or equivalent.
- Minimum of ten years of hands-on Purchasing experience (preparing and reviewing contracts, negotiation terms, and leading RFx) is required.
- Minimum of five years of experience leading teams and managing procurement operations, preferably within a public sector institution.
- Experience in developing and delivering procurement training programs to a diverse constituent group.
- Experience in conduction and/or oversight of audit processes for assessing and identifying policy compliance/non-compliance.
- Project Management knowledge with proven ability to apply industry-standard project management methodology and approach to the delivery of services is deemed an asset.
- Equivalences may be considered.

### **Benefits**

When you become part of the MacEwan team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive base pay
- Generous vacation time
- Secure pension plan
- Flexible benefits package
- Continuous learning culture
- Opportunities for career growth

### **How to Apply**

To apply, go to <https://www.macewan.ca/careers> and select the job posting. If you require assistance, please contact us at [careers@macewan.ca](mailto:careers@macewan.ca)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

### **Accessibility Statement**

We strive to provide an inclusive and barrier-free work environment, beginning with the hiring process. If you require accommodation, we want to ensure you have the support you need to showcase your abilities. Please contact [humanresources@macewan.ca](mailto:humanresources@macewan.ca) and we will support you to the best of our ability.

Category:	<b>Full-Time Continuing (35 hours per week)</b>  This position is included under the MacEwan Staff Association Collective Agreement. Please note, initial salary placement for external candidates is limited to the first five steps of the salary grid.
Salary:	<b>MSA Band G (Steps 1-8): \$37.11 - \$53.98 per hour</b>
Closing Date:	July 11, 2022
Competition No.:	<b>22.06.134</b>

Personal Information Collection Notification

Personal information is being collected to determine your qualifications for employment. This information is collected, used and protected under the authority of and in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*. It may be provided to non-HR members of a hiring and interview panel if your application advances to that stage of the hiring process. If you have any questions about these arrangements, please contact: Human Resources, University Services Centre, Rm. 10-600, 10700-104 Avenue, Edmonton, Alberta, T5J 4S2 or phone (780) 497-5434.