

Senior Procurement and Contract Specialist (Casual)

Senior Buyer

Job Number: 46865: [JOB POSTING LINK HERE](#)

****This posting is for two (2) casual on-going positions****

The Edmonton Police Service (EPS) is seeking an individual who is skilled in providing professional front-line service to coordinate procurement activities. Responsibilities of this position will include:

- Collaboration with Business Partners in order to provide procurement planning and advice for competitive, invitational, and non-competitive procurements.
- Ensuring compliance and quality assurance with various City processes (bylaws and procedures), trade agreements, laws of competitive bidding and any applicable regulations.
- Developing business cases in collaboration with internal clients to support procurement activities.
- Determining appropriate strategies or methodologies with internal clients for complex issues and recommending/implementing supply chain management solutions for supplies and services.
- Reviewing and consulting with business partners regarding their requirements and specifications, including evaluation criteria and weightings, for completeness and for developing an appropriate strategy.
- Facilitating the evaluation of competitive bids in collaboration with internal clients.
- Negotiating and awarding contracts within delegated authority limits and making award recommendations where decisions are above delegated authority.
- Advising and assisting with non-competitive (single source and sole source) purchase requests from Business Partners.
- Preparing reports for the Edmonton Police Commission, City Council or one of its committees.
- Performing research and spend analysis that supports determination of appropriate procurement strategies and ensures best value to the EPS.
- Providing leadership and guidance to all staff involved in the procurement processes and other administrative functions.
- Other related duties as required.

Qualifications:

- Completion of a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA) or a Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC).
- A minimum of six (6) years of diversified procurement and/or supply chain management experience, including a minimum of three (3) years' experience in a corporate centralized procurement environment performing end to end responsibility for the tender/RFP process.
- Experience in public sector competitive procurement is highly desirable.
- Demonstrated ability to assess and determine appropriate procurement strategies and documentation as well as effectively conduct RFx processes including analysis and evaluations.
- Ability to supervise staff, assign work, and lead projects and initiatives using project management principles.
- Ability to work independently as well as in a team environment.
- Ability to exercise sound judgment in resolving challenges.
- Ability to organize priorities to achieve results.
- Ability to make decisions in ambiguous situations.
- Strong proficiency using Microsoft products (Word, Excel), including documents, spreadsheets, and presentations, knowledge of Google documents, spreadsheets & presentations is highly desired.
- Experienced in the SAP Materials Management module.
- Extensive knowledge of procurement policies and procedures and the laws of competitive bidding as it pertains to public buying.
- Demonstrated ability in establishing and maintaining effective working relationships with internal and external clients and vendors.
- Effective verbal and written communication.
- Strong conflict management and change management skills.
- As part of your pre-hire screening, you will be required to complete an Enhanced Security Clearance. Should you accept employment with the Edmonton Police Service you acknowledge and agree to participate in future Enhanced Security Re-Clearances at scheduled intervals or in any other circumstances, exigent or otherwise, as required by Human Resources Division.

Hours of Work:

20 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of variable hours of work program.

Salary Range:

21M, Salary Grade: 029, \$44.33 - \$55.72 (Hourly), \$2,992.90 - \$3,761.50 (Bi-Weekly), \$78,114.23 - \$98,175.28 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.
- Please include a current resume and covering letter with your online application.

The Province of Alberta is a party to the Federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility with British Columbia and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the Provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca.

HR Consultant: CS

Classification Title: Senior Buyer

Posting Date: May 24, 2023

Closing Date - 11:59 pm on: June 07, 2023

Number of Openings (up to): Two (2) – Casual On-going Positions

Union: CSU 52

Department: Supply Services Division or Edmonton Police Service

Work Location(s): TD Tower, 10088 – 102 Ave NW, Edmonton

City of Opportunity: City of You



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.