



## Category Specialist

Job Number : 40859

Reporting to the Category Manager, Category Specialists are professionals that perform the full cycle of category management activities, for all levels of complexity and risk. Working with internal and external stakeholders, the Category Specialist supports the Category Manager, by managing categories and/or subcategories under a specific portfolio.

The Category Specialist is responsible to develop and execute category and subcategory strategies for all spend within their accountability, also deploying analytical expertise, baseline spend preparation, supply market research, cost and demand modelling, key commodity market intelligence, value proposition/analysis, contract management strategies, and category performance standards required to execute competitive sourcing events, enabling category reporting and key decision-making.

Category Specialists operate independently with a high degree of professionalism and exercise judgment, diplomacy, and confidentiality with respect to procurement processes, ensuring integrity and best value for the City and focus on providing procurement leadership to meet business objectives, lowering the total cost of ownership for goods and services, increasing performance, customer service, and value delivered to the business areas and portfolios.

Category Specialists manage category and procurement planning; lead the development of a wide range of RFx; and perform contract management activities. Category Specialists are accountable for planning and leading initiatives using project management skills and approaches.

**Your responsibilities will include:**

- Identifies Category opportunities, seeking potential cost savings/avoidance, value increase, customer service improvement, operational efficiencies, optimizations, and additional value to be created across the organization
- Develop, create and implement Category strategies including procurement and strategic sourcing, contract negotiations, demand management, process improvement and total cost of ownership models where appropriate
- Collaborate with key stakeholders to define business requirements, assessing priorities, demand and forecasting
- Collaborate, lead, and facilitate with business partners and Corporate Procurement and Supply Services (CPSS) staff to develop appropriate sourcing strategies and advance process and technology roadmaps in support of Category strategy value delivery
- Plan, manage and execute all strategic sourcing related to category strategies including the collaboration of the development of requirements, evaluation criteria, scope writing, competitive procurement process, including issuing of RFX documents
- Facilitate evaluation process, negotiation, and providing advice to Business Partners
- Proactively plan ahead for anticipated procurement activities
- Research, analyze, and prepare recommendations for different commodities and collaborate with business partners to develop strategies and standards
- Liaise, consult, and work in conjunction with internal City of Edmonton subject matter experts
- Provide multifaceted advice to business partners on procurement principles, procedures, methods, approaches and practices, trade agreements, and contract/tender law
- Work proactively with business partners to promote competitive processes, where appropriate
- Consider corporate perspectives and issues when planning procurement activities
- Work with business partners to develop a contract management plan and negotiation plan
- Review and ensure completeness and accuracy of a variety of contract and Purchase Order documentation for accuracy and approves within delegated concurrence or forwards to more senior concurrence and/or delegated authority, as required
- Manage and maintain supplier relationships and contracts (where applicable), within assigned categories
- Perform demand planning and prioritization to meet and manage business partners procurement needs
- Provide coaching and guidance to other professionals, related to category management activities
- Identifies improvement opportunities and actively participates in change and improvement initiatives
- Perform other duties as assigned

## Qualifications:

- Completion of a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA / Supply Chain Canada) or a Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC)
- A Bachelor's Degree in Business with a focus in Supply Chain or Business Management is preferred
- Minimum of 6 years diversified procurement or supply chain management experience, including 3 years experience in a purchasing/procurement environment, performing end to end procure-to-pay responsibility
- Experience in a category management environment performing all aspects of category management including data analytics, market research cost and demand modelling, procurement planning, strategic sourcing, competitive RFX development and management, contract execution and contract management is desirable
- Comprehensive knowledge and understanding of procurement practices, best practices, policies, procedures, tender and contract law, trade agreements, category management methodologies, and various procurement and sourcing strategies
- Comprehensive knowledge and understanding of RFX methods and approaches
- Experience in public sector competitive procurement is considered an asset
- Experience with SAP & SAP Ariba is preferred
- Experience conducting data analytics, spend analysis, and various forms of presentations (written/verbal) is preferred
- Experience with metrics, KPIs, and supplier performance management
- Knowledge and proficiency working with ERP systems (Oracle, SAP, and JD Edwards)
- Proficiency in data analytics tools (i.e. SQL, Tableau, Power BI, etc.)
- Excellent business and strategic goal setting, critical thinking, decision-making and problem solving and analytical skills
- Strong research skills, presentation skills, and interpersonal skills
- Knowledge of Google Suite Applications (Gmail, Sheets, Docs, Slides) and Microsoft Office (Word, Excel, PowerPoint) is required
- Strong organization, time management, independent problem solving, and prioritization skills required including the ability to manage multiple priorities
- Excellent communication (oral, written/report writing, presentation), negotiation, interpersonal, customer service and teamwork skills required
- Experience conducting data analytics and various forms of presentations (written/verbal)
- Self- motivated, organized, and able to manage heavy workloads and conflicting priorities
- Applicants may be tested

The City of Edmonton's Cultural Commitments highlight where we are going as a corporation and define how we do our best work. Find out more here: <http://bit.ly/3bH2Ztv>

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals

Up to 1 permanent full-time positions

**Hours of Work:** 40.0 hours per week, Monday to Friday. Not eligible for the EDO program.

**Salary:** \$41.901 - \$52.659 (Hourly); \$87,489.290 - \$109,951.990 (Annually)

**Talent Acquisition Consultant:** IS/BS

Classification Title: Senior Buyer

Posting Date: Apr 27, 2021

Closing Date: May 11, 2021 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Corporate Procurement and Supply Services

Work Location(s):

Richard Paterson Garage, 5710 - 86 St

Edmonton T6E 2X3