

POSITION TITLE: ShareIT Procurement Specialist

Are you interested in applying your procurement and leadership skills for the public good? We are looking for a smart, passionate, and purpose-driven individual to join our team. Cybera is a not-for-profit agency whose mission is to improve the lives of Albertans through the use and advancement of digital technologies. We serve the province's education, enterprise, research and government sectors.

Cybera is leading ground-breaking services that are changing the way education works. One of the key areas is managing shared procurement services and collaboration for our members on a provincial level through the Alberta ShareIT Program. This program leverages economies of scale to give members access to IT hardware, software, licensing, and services that are broader, more powerful, and cost-effective. It also offers valuable knowledge sharing, skill-building, and cybersecurity opportunities. Learn more about the ShareIT program on our [website](#).

We are seeking an organized and proactive senior, public procurement specialist/certified supply chain specialist with strong leadership skills to support ShareIT. The Procurement Specialist works with Cybera's ShareIT team to manage and oversee group procurement initiatives. This role is responsible for advising members on procurement best practices, maintaining compliance and equity throughout the procurement lifecycle, and leading the ShareIT Procurement Committee. In addition, this person also assists in facilitating communication to members through meetings and presentations.

The Procurement Specialist will actively foster relationships with external stakeholders, manage and assist the ShareIT Project Leads in facilitating technical and procurement working groups to define scope of work, perform market analysis, and develop deliverables and business requirements. There will also be a heavy emphasis on acquisition, evaluation management, vendor management, client service management, and a variety of collaborative initiatives.

The ideal candidate will be self-motivated and have excellent communication, analytical, research, problem-solving, and planning skills. The workload is highly dynamic and, consequently, the individual must possess great flexibility and the ability to meet tight deadlines under short notice.

We will ask you to:

- Assist Members with their procurement strategies in order to take full advantage of ShareIT agreements.
- Provide purchasing expertise and recommendations.
- Develop competitive bidding documents, in collaboration with the ShareIT Manager and Project Leads.

- Chair the ShareIT Procurement Committee.
- Lead all ShareIT documentation review, contract negotiations consulting, etc.
- Lead all ShareIT purchasing and vendor, contract documentation review, contract negotiations consulting, etc. with third-party legal advisors.
- Act as the Procurement Advisor on all stages of a shared procurement lifecycle.
- Act as Bidding Coordinator for all open competitions.
- Participate and attend all ShareIT evaluation meetings for procurement projects.
- Lead Commercial Compliance Review of all submissions received on ShareIT procurement projects.
- Lead and participate in any ShareIT debriefing requests.
- Participate in ShareIT agreement negotiations with third-party providers.
- Advise on vendor management strategies, processes, and issues.
- Participate in ShareIT vendor management meetings as required.
- Develop ShareIT vendor performance improvement plans, as required.
- Act as liaison with procurement specialists from Alberta educational institutions.
- Participate in Oversight Committee meetings, as needed.
- Participate in conferences and meetings to assist Cybera in ShareIT presentations.
- Co-lead representation with the ShareIT Director for Cybera with the GPO community, sharing best practices and strategies.
- Assist in the promotion of the ShareIT program for purposes of member engagement, recruiting and onboarding of new members.
- Ensure all ShareIT Procurement Policies and Procedures are applicable and up to date.
- Assist in training with ShareIT staff, and,
- Other relevant duties as required.

Your professional tool-kit should include:

Education and Experience:

- Professional purchasing designation (SCMP, CPP0).
- Post-Secondary degree, ideally with a Bachelor of Commerce or Business degree.
- Minimum of ten (10) years experience in public procurement (preferably within the post-secondary environment).
 - Including five (5) years experience in IT related procurement.
- Experience with consortium procurement models.
- In depth knowledge of procurement law and trade regulations including, CFTA, CETA, NWPTA.
- Experience drafting contract agreements and negotiating clause exceptions with vendor agreements.
- Ability to influence strategy in order to attain both program and project objectives.
- Experience in negotiating agreements with multinational IT vendors.
- Liaise with and advise high level procurement professionals amongst member institutions, to discuss and negotiate contract issues with legal representatives of vendors.
- In depth understanding of the variety of business departments, processes, and end users, preferably in the post secondary environment.

- Experience with public speaking engagements within a conference style environment.
- Familiarity with Mac computers, G Suite (Docs, Sheets, Slides, etc.)
- Experience working in a non-profit or not-for-profit environment is an asset.

Skills:

- Experience working with stakeholders on complex business, financial, and technical needs.
- Experience preparing and delivering a variety of communication products/documentation e.g. presentations, progress/performance reports, briefing material, etc.
- Ability to effectively work with technical subject matter experts to incorporate their deep technical expertise in project initiatives.
- Proven, exceptional facilitation skills.
- Strong writing and effective communications skills.
- Proven time-management and organization skills, and ability to work independently and as part of a team.
- Ability to interact and deal effectively with key stakeholders at all levels, including those at an executive level.
- Strong proponent of collaborative initiatives between multiple organizations with a genuine interest in the promotion and benefit of shared services.

These requirements represent an ideal candidate. The potential of the individual's background and experience to meet the responsibilities and expectations of the role is considered in all instances.

This is your opportunity to work for a flexible, forward-thinking company that is working to make Alberta a leader in innovation, disruption, and the ethical use of new technologies. Flexible work times, great benefits, and the opportunity to develop and foster your own projects make for a fantastic working environment.

Compensation and Location:

This position is eligible for remote work within Alberta or based out of our main office. As the ShareIT team is based in Calgary, travel to the Calgary office will be expected from time to time.

This is your opportunity to work for a flexible, tech-forward company that is helping Canada become a more equitable place to work, learn, and play! We offer:

- A highly supportive and inclusive work culture.
- Benefits:
 - Health & Vision benefits from day 1
 - Long & Short term disability benefits from day 1
 - Flexible Health Spending Account (after successful probation)
 - \$1,500+ annually for your professional development
 - Regular Lunch & Learns - from department updates to EDI topics
 - RRSP program (after successful probation)
 - Healthy snacks in the office - and sometimes unhealthy snacks
 - 10 days per year to use for sick time or mental health days



- The opportunity to invest in yourself and your career.

How to Apply:

This posting will remain open until a suitable candidate is found. Your application should include a resume sharing how your skill-set matches the position requirements (of course we don't expect you to have them all!) While we appreciate all applications, only candidates selected for an interview will be contacted. No phone calls or recruiter assistance at this time, please.

All qualified applicants will receive consideration for employment without regard to race, religious beliefs, colour, gender, disability, age, ancestry, place of origin, marital status, source of income or family status of that person or of any other person.

Number of hires for this position: 1