

# Lead, Service and Construction Procurement (req4988)

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The University of Saskatchewan values diversity, and Indigenous engagement is a strategic priority.

**Department:** Operational Procurement

**Location:** Saskatoon

**Status:** Permanent

**Employment Group:** ASPA

**Full Time Equivalent (FTE):** 1.0

**Salary Information:** The salary range, based on 1.0 FTE, is \$79,448.00 - 132,331.00 per annum (Specialist Professional/Phase 3). The starting salary will be commensurate with education and experience.

**Posted Date:** 9/16/2019

**Closing Date:** 10/7/2019

**Number of Openings:** 1

**Primary Purpose:** The Lead, Services and Construction Procurement will be a fundamental part of the Enterprise Procurement team and they will guide a team of procurement professionals in support of the University's goals and strategic priorities. This position is responsible for leading a team of procurement specialists, and providing and applying expert subject matter knowledge to technical decisions, process improvements, and service delivery.

**Nature of Work:** Working in a team environment, this position will work on a variety of projects and initiatives to enhance Enterprise Procurement's services. Overseeing a team of procurement specialists, the Lead will ensure consistency and collaboration to ensure clients receive excellent customer service while contributing to the strategic procurement goals of the university. Working in unison with a co-lead, this role will work with the team to develop their functional procurement knowledge, apply best practice, as well as acting as a key escalation point for complex or high-risk procurement activities. As the unit works through a significant modernization strategy, the Lead will provide input, assist in developing initiatives, implement changes, and ensure appropriate change management activities, as well as provide client feedback. This role will have a heavy focus on procurement activities for clients specifically in construction, professional services, and general goods and services, therefore specialized knowledge of these areas will be required to guide the team and clients appropriately.

The position requires advanced technical expertise and experience working as a leader in a procurement organization, with the ability to lead change effectively. This position will require the ability to work with key stakeholders from across the portfolio and across the institution to develop technical solutions to solve problems and enhance service. A keen ability to develop relationships and to influence without formal authority will be a prerequisite to success in this environment. As a technical expert, this role will be responsible to provide input and assist the team in solving complex technical challenges.

### **Typical Duties or Accountabilities:**

- Contribute to meeting key performance indicators including service responsiveness and effectiveness, and support unit operations to deliver quality services;
- Strategically manage high value, sensitive, complex projects or specific portfolios which involve multiple stakeholders;
- Effectively build and maintain relationships with both internal and external stakeholders, including clients, colleagues, vendors, regulatory bodies and other agencies;
- Establish and implement policies, processes and procedures for their area, and provide advice on related technical decisions and recommendations;
- Lead a team of staff to streamline resource utilization and improve service delivery, with an emphasis on professional services and construction contracting practices;
- Act as a key subject matter expert and lend this expertise to client departments as needed for the purposes of resolving issues or providing mentorship to procurement staff;
- Provide technical oversight to ensure the effective execution of daily procurement responsibilities.
- Help identify procurement areas across the Institution where there are opportunities to improve the efficiency of procurement.

### **Qualifications**

**Education/Experience:** A post-secondary degree. A minimum of five (5) years of procurement experience with progressively increasing responsibility. A minimum of three (3) years of construction procurement experience. Supervisory experience would be an asset. Public sector procurement experience would be an asset.

### **Skills:**

- Senior buying experience working in a large, institutional environment, ideally in the public sector;
- Strong understanding of the legislative, regulatory and industry environment for procurement and supply chain management issues;
- Strong understanding of industry standard contracts including Canadian Construction Documents Committee (CCDC) contracts and Royal Architectural Institute of Canada (RAIC) contract templates;

- Strong understanding of construction project management and the different project delivery models within the construction industry including, but not limited to: Construction Management, Design Bid Build, and Design Build approaches;
  - Strong interpersonal, written and verbal communication and persuasion skills;
  - Demonstrated ability to think strategically, weigh risks, and apply sound judgment to decision making;
  - Uses critical procurement and supply chain analytic skills to identify issues and collaborative opportunities to enable the unit and the university to meet its goals;
  - Experience working in a diverse and inclusive environment with the ability to work effectively in informal and formal teams with people from diverse communities, cultures, and perspectives.
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**The University of Saskatchewan is strongly committed to a diverse and inclusive workplace that empowers all employees to reach their full potential. All members of the university community share a responsibility for developing and maintaining an environment in which differences are valued and inclusiveness is practiced. The university welcomes applications from those who will contribute to the diversity of our community. The University must, however, comply with federal immigration requirements. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.**