



Purchasing Consultant (Buyer 2), Purchasing Services

At the University of Manitoba our strength lies in our community — individuals who are driven by curiosity and work together to shape a better world.

Our commitment to discovery encompasses everything we do; from the education we offer students to the workplace we offer employees. Experience top benefits, world-class facilities and a community that inspires one another to carve their own path.

Recognized as one of Manitoba's Top 25 Employers for nine consecutive years and one of Canada's Best Diversity Employers, UM is ready to help you take the next step in your career!

The role:

Purchasing Services is organized by Category Management Teams for procurement and strategic sourcing in four main Supply and Services Categories:

Construction and Logistics - This team primarily supports the Physical Plant unit, which is responsible for planning, design, construction, operation and maintenance of the two campuses as well as satellite stations. The staff work closely with an Architectural & Engineering Services team on RFTs and contracts for capital projects of various scope and complexity related to renovation, renewal, and modernization of UM buildings, roads, and other infrastructure, using market-driven designers and contractors.

Research and Sciences - This team primarily supports the University's research enterprise made up of faculty, postdoctoral fellows, students and research technicians as they uncover the full potential of partnerships and innovations created through global research initiatives. The staff work closely with areas such as the Office of Research Services, the Rady Faculty of Health Sciences, and the Centre for Global Public Health. The majority of work is focused on RFPs and RFQs for Principal Investigators purchasing scientific equipment and/or services to fulfill funding grants and research contracts, as well as the procurement of medical and dental equipment and supplies.

IT Goods and Services - This team primarily supports the Information Services and Technology unit in providing infrastructure, solutions and services across the university in teaching, learning, research, administrative and community service endeavours. The staff work primarily on RFPs and RFQs related to IT areas such as classroom services and media production (audio/visual), technology support (computers, printers, mobile devices), communications (email, internet, network, telephone), enterprise applications (development, consulting, upgrades, hosting, database support, application support), information security, research computing, teaching & learning, and website management/support.

General Supplies and Services - This team primarily supports the Operations and Maintenance team (within the Physical Plant unit) on ongoing maintenance, upgrades and monitoring of all campus infrastructure and grounds (i.e. janitorial supplies, electrical/plumbing supplies, snow clearing services). In addition, the staff work closely with other units on RFPs and RFQs to procure a wide variety of goods and services that do not fall within the categories listed above - such as consulting services, secondments, transportation, customs, travel-related agreements, conferences, office supplies, books, printing, paper, photography, and furniture.

Responsibilities include:

- Reporting to the Category Lead, this position has primary responsibility to support overall supply activities for one of four main Supply and Services Categories: Information Technology, Research and Sciences, Construction and Logistics, or General Supplies and Services. The Purchasing Consultant will also be expected to support other categories as required.
- May be required to work either at Fort Garry Campus, Bannatyne Campus; intermittently or permanently (although at present, staff are working remotely due to COVID-19).
- Develop competitions for bidding such as request for quotations, proposals, and tenders, for Designated Category or any other Purchasing Category assigned.
- Identify potential sources of supply to stimulate competition.
- Coordinate the distribution of competition and addenda documents as necessary.
- Provide proofs for review for any public documents, including postings.
- Recommend supplier and product/service sourcing, evaluation and selection of low compliant bidder or scored best value bidder.
- Develop terms and conditions of tenders and contractual agreements under supervisor's guidance.
- Place EPIC Purchase Orders and/or contracts including data entry for authorization by supervisor.
- Negotiate with suppliers with supervisor guidance.
- Reviews justifications to purchase other than low bid or highest score, submitted by departments and recommends to supervisor if acceptable or not.
- Maintains project status spreadsheet for monthly activity reports to senior administrative council and other Financial Services departmental reporting.
- Includes activities in this category in bi-weekly activity reports.
- Assists supervisor in managing purchasing activities, including the review, analysis and recommendations on new and existing purchasing program activities, e.g. Strategic Sourcing events.
- Coordinate contracts with supervisor guidance including: review prior to contract expiry, aid in preparation of RFP documents, aid in development of bid list, review and evaluate submissions as an active member of the evaluation committee, attend supplier presentations and ensure consistency where ever possible.
- Ensure sound and efficient purchasing practices are employed through entire acquisition process.
- Ensures purchases are made in accordance with, and in compliance with funding source agreements.
- Ensure all purchase files are complete, up to date, organized and properly filed.
- Act as a liaison with university requisitioners, suppliers and other departments.
- Perform other related duties as assigned or required.

The qualifications and experience we're looking for:

- Completion of all modules and interactive workshops of the Supply Chain Management Professional (SCMP) Designation Program is required (leaving only Leadership Residency and Final Examination necessary for achievement of designation).
- Post-secondary education in a related discipline (e.g. Supply Chain Management, Commerce, Business Administration) is an asset.
- An acceptable equivalent combination of education and experience may be considered.
- 5 years intermediate level purchasing/buyer experience in a public sector environment is required.
- 1 year supervisory experience is required.
- Experience in complete RFQ/RFP administration (from development of scope/requirements/scoring matrix to leadership of proposal evaluation and supplier selection process) is required.

- Experience in RFP Best Value Procurement methodology is preferred.
- Experience in category management and strategic sourcing is preferred.
- Specific to the General Supplies and Services Category, experience in customs and transportation, supporting operations and maintenance of facility infrastructure and grounds, and consulting services is preferred.
- Must possess a comprehensive understanding of competitive bidding law, contract law and trade agreements.
- Must have strong written communication skills with ability to draft documents such as recommendations to executives/ boards, statements of work/descriptions of service for contracts, operating procedures/guidelines, category business cases and reports.
- Must have strong interpersonal skills with ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner.
- Must have excellent time management and organizational skills with the ability to prioritize and manage competing tasks independently with a high level of initiative.
- Must possess strong analytical skills with ability to assess data with detailed accuracy, in order to exercise good judgement and make decisive recommendations.
- Must have demonstrated negotiation planning and execution skills.
- Must be skilled in the use of a computer and Microsoft Office software (Excel, Word, and Outlook) and Purchasing software, with the ability to learn new software quickly and efficiently.
- Must work well in a team environment.
- Professional appearance and demeanor is required.
- Ethical conduct is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.
- Good knowledge of university policy and procedures is preferred.
- Proficiency with university purchasing management and e-procurement software programs (Banner Finance and Ariba) is preferred.

Why the University of Manitoba?

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits program and pension plan.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's career portal, UM Careers where you will find the full job specification: https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=15605

Closing Date: June 11, 2021

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with

disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.