

Category Lead - Special Capital Projects

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The opportunity:

The University of Manitoba is looking for a Category Lead – Special Capital Projects. This position leads the Special Capital Project Team (SCPT) to support the procurement needs of high-value, multi-phase capital projects—such as new building construction, major renovations, and specialized equipment or furniture purchases—designated as Special Capital Projects (SCPs). These projects typically require accelerated timelines and may involve Board of Governors-level oversight.

The Category Lead works closely with UM Executive and Management, Architectural & Engineering Services (AES), UM Capital Finance, Project Managers, and other stakeholders to proactively plan and execute procurement strategies. Responsibilities include attending proactive capital budget meetings, planning throughput of upcoming SCPs with AES, gathering requirements, drafting competitive bid documents, negotiating and awarding contracts, and overseeing amendments and change orders. The Category Lead must have strong knowledge and understanding of different construction delivery methods including but not limited to integrated project management, fixed fee and design-build. The Category Lead also leads enterprise level strategic sourcing initiatives based on spend analysis reports and manages supplier relationships to ensure project objectives are met.

The qualifications and experience we're looking for:

- Bachelor's degree or equivalent post-secondary studies in a related discipline required.
 - Certified Supply Chain Management Professional designation (SCMP) and membership required.
 - 6 years senior purchasing experience required.
 - Emphasis on the purchase of construction services and supplies strongly preferred.
 - Experience in leadership or in a supervisory role required.
 - Experience in category management and strategic sourcing required.
 - Experience in RFx development for progressively more complex projects required.
 - Experience with purchasing policies, practices and contractual terms and conditions required.
 - Experience within a public sector environment preferred.
 - Experience with Project Management preferred.
 - Experience and knowledge regarding different construction delivery methods and associated contractual terms and conditions including but not limited to integrated project management, fixed fee and design build an asset.
-

- Education in architectural, engineering or construction management an asset.
- An acceptable equivalent combination of education and experience may be considered.
- Strong leadership skills are required.
- Must work well in a team environment.
- Must have a comprehensive understanding of Canadian competitive bidding law/process, trade agreements, and contract law/terms and conditions.
- A strong background in competitive bidding, strategic sourcing is required
- Strong negotiation skills.
- Must be skilled in the use of a personal computer and desktop software Microsoft Office (Excel, Word, Outlook and PowerPoint) and Purchasing software and the ability to learn new software quickly and efficiently.
- Must be able to lead and build consensus with large cross functional stakeholder groups across the organization.
- Must possess strong analytical skills with the ability to assess data with detailed accuracy, to exercise good judgement and make decisive recommendations.
- Demonstrated supervisory, leadership and mentoring skills required.
- Must possess a high level of professionalism and ethics.
- Strong written and verbal communications skills is required.
- Familiarity with a formal e-procurement system is required.
- Wide range of technical knowledge in the construction and engineering fields, a sound knowledge of purchasing policies, practices, contractual terms and conditions.
- Excellent time management and organizational skills including the ability to prioritize a multitask workload with a high level of initiative is required.
- Strong customer service and interpersonal skills possessing the ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner, maintaining good relations with other University departments is required.
- Demonstrated ability to provide excellent customer service is required.
- Ability to adapt to an ever-changing environment is required.
- Ability to analyze and interpret e-procurement software data, process flows, and configuration logic is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

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 and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's recruitment site, UM Careers:

https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=41573

Closing Date: November 7, 2025

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

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

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 Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

