



## Contracts Manager

### Interuniversity Services Incorporated (ISI) in Bedford, NS

Interuniversity Services Incorporated (ISI) is an organization dedicated to building university and community college cooperation in Atlantic Canada. For nearly 40 years, ISI has provided member organizations the opportunities to work collaboratively to develop and maintain a suite of procurement and employee benefits contracts focused at delivering sector leading member value.

ISI is currently seeking a **Contracts Manager** to join their team in **Bedford, NS**.

As the Contracts Manager, you will be assigned a portfolio of contracts and charged with the development and management of contracts for ISI's member institutions, working with member representatives on the procurement committee to establish and implement strategic sourcing initiatives in accordance with overall ISI policies. Your responsibilities will span the full sourcing lifecycle from preliminary research and strategy development to contract implementation and business reporting. Reporting to the CEO, you will perform market assessments, support/facilitate scope of work development, develop requests for proposals, negotiate terms, implement key performance indicators and manage the contract lifecycle. You will work with subject matter experts to design the scoring criteria which will be used to select preferred providers. With an emphasis on stakeholder engagement, you will be a key point of contact during these projects, providing professional and practical support to members and managing relationships with suppliers throughout the duration of a contract.

Based on our current ISI procurement portfolio, ISI has defined three contract categories: Information Technology, Facilities and Administration/Academic. Each portfolio contains existing contracts for goods and services that provide value to our members. The Contracts Manager will be expected to work with the membership to further develop the assigned category. Potential candidates are requested to share experience or interest in one or more of the portfolios.

#### **Responsibilities:**

- The Contracts Manager, with support from fellow ISI staff and the Supply Management Committee, will be responsible for ongoing contract management and supplier relationships within the defined portfolio. The scope will include, opportunity assessment, competitive bidding processes (facilitate the development, issuance, and evaluation of complex RFX processes), RFX project management, contract development, value assessment and supplier relationship.
- The Contracts Manager will work with member procurement representatives and member appointed subject matter experts to develop and maintain value-driven collaborative contracts, maximizing the procurement value to members.
- The Contracts Manager will be responsible for the development and management of required contract documentation including, but not limited to, agreement terms and conditions and pricing data.
- The Contracts Manager will be responsible for establishing and maintaining effective member, supplier, and industry relationships. The scope will include, member value assessment, contract onboarding support, member needs assessment, member-supplier liaison, supplier and contract KPI assessment and management, member reporting, marketplace assessment, and industry relationships.

- The Contract Manager will be responsible for undertaking a leadership role in assigned ISI Procurement Portfolio task.
- The Contract Manager will be responsible for supporting fellow staff and ISI members in the success of the ISI Procurement Portfolio.

***The above accountabilities are not intended to be an all-inclusive list of the duties and responsibilities of the position described***

**Qualifications:**

- SCMP, CPPO or CPPB preferred or formal procurement designation.
- Completion of a post-secondary education program.
- Training, education, and experience in public procurement.
- An acceptable combination of education and experience may be considered.

**Experience:**

- 5+ years experience in public procurement preferred. A focus of RFX development and management.
- A working knowledge of the procurement legislation and trade agreements impacting public procurement in Atlantic Canada.
- Experience with category management preferred. Experience in one or more of the ISI categories.
- Experience with RFX development and management within a multi-stakeholder (committee) environment.
- Experience working within a large and complex publicly funded organization.

**Skills and Abilities:**

- Public Procurement experience is essential.
- Demonstrated ability to manage multiple projects, meet deadlines and manage conflicting priorities.
- Must be a strong team-player, highly customer service oriented and have a positive “can-do” attitude, have superior written and verbal communication skills, in addition to strong analytical skills.
- Must work well within a small team environment with fellow ISI staff and within the member committee environment.
- Highly skilled in the Microsoft suite of products, including Word, Excel, SharePoint, Teams, etc.
- Although travel is limited, a valid Nova Scotia drivers’ licence is required.

ISI provides a competitive compensation and benefits package.

By joining the team at ISI, you will have the opportunity to further develop your expertise in procurement and project management with the support of knowledgeable, team-oriented colleagues and institutional committee members. Beyond your own professional development, you will be a key player in contributing value to member organizations as they continue to have access to the services and savings gained via the collaborative contracting provided by ISI.

Hours of work: 35 hours/week

ISI will begin considering applicants on March 3, 2021 and continue until the position is filled. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

We appreciate the interest from the Staffing industry, however, respectfully request no calls or unsolicited resumes from Agencies.

Applications may be submitted via Career Beacon – <https://www.careerbeacon.com>