



*"Our purpose is to supply and safeguard sustainable, high-quality water services."*

## **EXTERNAL CAREER OPPORTUNITY**

### **ONE (1) REGULAR, FULL TIME, MANAGER, PROCUREMENT SERVICES Competition #HW25-129E**

#### **Corporate Services Department**

Halifax Water is accepting applications for **One (1) Regular Full Time Manager, Procurement Services** in the Corporate Services Department. Halifax Water's goal is to be a diverse workforce that is representative of the community we serve, at all job levels. Halifax Water believes a diverse workforce positively contributes to its success, and the success of our community. We encourage applications from qualified African Nova Scotians, LGBTQ+ community, racially visible persons, women in non-traditional positions, persons with disabilities and Indigenous persons. Halifax Water encourages applicants to self-identify in the cover letter.

#### **Position Summary**

Procurement is directly responsible for managing and directing the planning and delivery of Procurement Services to the organization for goods, services and construction. The Manager of Procurement is responsible for the leadership and development of integrated procurement strategies that support the organizational goals and objectives through Procurement Services. This position is responsible to ensure corporate compliance and adherence to the Procurement Policy, provincial and federal legislation, trade agreements while protecting the organization from exposure to risk. The Manager of Procurement uses judgement, diplomacy and confidentiality while ensuring the integrity of the entire corporate procurement process.

#### **Key Responsibilities (Summary)**

- Provides leadership, management, and guidance to the organization regarding public procurement requirements, policy and practices and is responsible to maintain the integrity of procurement processes while managing and mitigating risk to the organization.
- Maintains a strong understanding of procurement law, contract law, trade agreements and how they work within public procurement environments. Researches and ensures compliance with all laws, legislation, acts, regulations, and professional standards are followed in the delivery of service. Reviews adherence to provincial and federal legislation and ensures the organization is protected against legislative exposure to legal liabilities.
- Develops, leads and implements corporate Procurement policy, processes, procedures manual, performance standards and performance measurements. Plans, develops, and coordinates the delivery of the corporate procurement training and procurement process manual to the organization.
- Manages, monitors and evaluates the service delivery performance of the procurement team against established performance standards.

- Develops and implements the procurement strategic business plan and initiatives in accordance with corporate directives and strategies. Ensures resources are aligned with the organizational and departmental needs and allocated to priorities.
- Develops and provides direct input to the organization regarding policies and procedures for current and long-range procurement requirements. Provides interpretation and rulings on policy for staff and interacts with Managers and Directors to ensure both the principle and the detail of the policy is administered.
- Responsible for the administration, interpretation and compliance with the Procurement Policy in a dynamic environment. Provides leadership, guidance, and advice to the organization on the Procurement Policy and the Provincial Procurement Legislation, ensuring open, fair and transparent procurement practices are followed by user departments. Uses judgement, diplomacy and confidentiality and develops process documents to ensure integrity and compliance with respect to the complete procurement process.
- Responsible for contract management process and framework from the initial pre-award, execution to analysis of contract requirements for the duration of the contract.
- Responsible for supplier performance management and supplier disqualification process and framework.
- Develops and maintains effective supplier relationships with key suppliers to manage risk, innovate and negotiate best value opportunities. Ensures best value to the customers while adhering to policy and legislation.
- Prepares and administers annual budget and business plan for Procurement Services, including financial forecasting requirements of the department.
- Responsible to manage, monitor and coordinate the corporate Procurement Card (PCard) Program.

## Qualifications

The minimum qualifications for this position include:

- Post-secondary degree in Commerce, Business Administration or related field, as well as a recognized purchasing designation/accreditation such as Certified Public Procurement Officer (CPPO), or Supply Chain Management Professional (SCMP). Other relevant equivalent certifications may be accepted.
- A minimum of 7 years of progressive related management experience preferably in a senior public sector procurement position with demonstrated experience in procurement. An equivalent combination of education and related experience may be considered.

The salary band for this NU role is Band 10 (\$107,486 to \$134,358 annually). Interested, qualified internal candidates are asked to submit a cover letter and up-to-date resume **quoting Competition #HW25-129E in the subject line (required)** confirming their interest **by 12:00 p.m. on August 19, 2025** and may be forwarded to the Human Resources Department, P.O. Box 8388, RPO CSC, Halifax, NS B3K 5M1, via fax: (902) 490-6934, or via email: [jobs@halifaxwater.ca](mailto:jobs@halifaxwater.ca). As part of the conditional offer process, candidates will be subject to a satisfactory background check and satisfactory pre-employment testing.

For more information and to apply, please visit: [Manager, Procurement Services | Halifax Water](#)

*Halifax Water is an equal opportunity employer.*