

# Job Title: Procurement Specialist, Clinical Procurement (Program Admin Officer 3)

**Competition #:** 41617

**Department:** Service Nova Scotia

**Location:** HALIFAX

**Type of Employment:** Permanent

**Union Status:** NSGEU – NSPG

**Closing Date:** 21-Feb-24 (Applications are accepted until 11:59 PM Atlantic Time)

## About Us

Procurement is a division of the Department of Service Nova Scotia & Internal Services ("SNS-IS") that manages major purchases for departments, agencies, boards and commissions and their complex business needs. In Procurement, we ensure an open and fair purchasing process that maximizes competition and supports the environment, economy, and society to obtain the best value. We provide the knowledge and expertise required to guide government as it seeks unique, creative, sustainable procurement solutions for complex business needs.

Procurement is changing as a function within the enterprise and as a profession. Our Vision is to be the leader in government procurement service delivery, and we will achieve this through integrating an innovative approach in all procurement efforts, resulting in:

- Responsible management of public resources;
- Clear client focus;
- Optimized sourcing solutions; and
- Transparency, compliance, and sustainability accountability to our colleagues and customers.

## What is Procurement?

Procurement is defined as the activities involved in establishing requirements, sourcing activities, market research, and negotiation of contracts to acquire products or services.

Moreover, procurement exists to explore supply market opportunities and to implement sourcing strategies that deliver the best possible outcome to the organization, its stakeholders and Nova Scotia overall. SNS-IS Procurement provides knowledge & expertise to guide our clients as they seek unique, creative, sustainable procurement solutions for complex business needs.

Clinical Procurement provides these services to health care organizations in Nova Scotia, including Nova Scotia Health.

## About Our Opportunity

As the Procurement Specialist, you are responsible for and/or contribute to the strategic sourcing and category management processes relating to a specific category.

## **Primary Accountabilities**

- Identify opportunities to achieve sustainable cost savings through stakeholder engagement, spend analytics, category market intelligence, etc.;
- Process the total procurement for goods and services as it relates to significant business initiatives which includes, but not limited to, leading and/or supporting strategic sourcing activities, tactical procurement and contract management activities;
- Advise, lead and consult regarding supply market trends, sourcing methodologies, leading procurement practices, cost savings opportunities, and sourcing performance progress;
- Assist with negotiations of major government contracts and initiatives is a major role of this position;
- Understand and apply Canadian contract and tendering law plus all relevant acts, regulations and trade agreements as they pertain to the public procurement environment;
- Provide direction to government and the private sector on complex issues of procurement, contracting, negotiation and business relationships;
- Advise stakeholders on vendor disputes such as providing information and recommendations for resolution; and
- Procure goods and services within the clinical portfolio (clinical/ health goods & services).

## **Qualifications and Experience**

The ideal candidate will have a Bachelor's Degree plus a minimum of 5 years related experience with no less than 2 years experience leading complex RFX in procurement.

Related experience includes:

- Project management;
- Lead end to end RFX;
- Contract drafting;
- Contract negotiation;
- Strategic sourcing;
- Market sounding;

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

You also have the following skills or work experience:

- Interpersonal and creativity skills, as well as a high degree of diplomacy in providing advice and guidance to senior management, as well as being effective to address/resolve vendor and client complaints and queries;
- Ability to identify, manage and mitigate risks and disputes that could result in legal action or have the potential to create the perception of distrust in the Procurement Process;
- Ability to adapt rapidly to changing circumstances and environments;
- Experience in collaboration with demonstrated experience in presentation and negotiation skills;
- Advanced demonstrable time management and organizational skills are required;
- Ability to manage and coordinate meetings with both stakeholders and vendor industry (in-person and virtually);
- Excellent skills with the Microsoft Office suite especially Excel and Word; and
- Proven team player working collaboratively with management, peers & client.

## Assets

- Completion or partial completion of Certification/Training such as PMP, CAPM, PSPP, SCMP;
- Experience working in a clinical procurement environment;
- Experience in contract negotiations;
- Experience in public procurement; and
- Experience with SAP (procurement modules) and SAP Ariba.

## Equivalency

An equivalent combination of training, education and experience will be considered. Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

## Benefits

Based on the employment status and Union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as: Health, Dental, Life Insurance, Pension, General Illness (Short and Long Term), Vacation and Employee and Family Assistance Programs. Click [here](#) to learn more about our various benefits offering and eligibility criteria.

## Working Conditions

This role is primarily based in an office environment. You must be able to work efficiently and effectively in a workplace environment that is constantly dealing with time pressures and caseload demands. You may be working at your computer for extended periods of time. The Procurement team is currently working in a hybrid model with specified office and remote days.

## What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward thinking policies and strategies.
- Mentorship through iNSpire; a new formal, interdepartmental mentorship program that connects employees so they can gain knowledge and experience to support their career development.
- Countless Career Paths for Nova Scotians.
- Department Specific Flexible working schedules.

**Pay Grade:** PR 13

**Salary Range:** \$ 2,543.38 - \$ 3,091.70 Bi-Weekly

## Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons,

Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued.

External applicants and current casual employees will only be considered if there are no qualified civil service bargaining unit candidates. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to **Competitions@novascotia.ca**.

