



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

EXTERNAL CAREER OPPORTUNITY

ONE (1) REGULAR, FULL TIME, PROCUREMENT SUPERVISOR Competition #HW25-121E

Corporate Services Department

Halifax Water is accepting applications for **One (1) Regular Full Time Procurement Supervisor** 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

Reporting to the Manager of Procurement, the Procurement Supervisor is directly responsible for the delivery of the full range of procurement services to Halifax Water's business units. As an integral team member of Procurement, the Supervisor will ensure corporate compliance and adherence to the Procurement Policy, provincial and federal legislation, and trade agreements while protecting the organization from exposure to risk. This position provides leadership and coordination of procurement activities and direction on complex procurement projects. This position is responsible for developing continuous improvement opportunities, and implementing solutions that will drive efficiency, quality, level of service, and reduce costs within Procurement and related processes. The Supervisor uses judgement, diplomacy and confidentiality while ensuring the integrity of the entire corporate procurement process.

Key Responsibilities (Summary)

- Responsible for the supervision, coordination, and day to day activities of Procurement Officers, training and development of the Procurement Officers (and support staff), including maintaining staffing requirements.
- Collaborates with the Manager of Procurement and Human Resources by participating in interviewing, hiring, setting and measuring performance objectives, including attendance reporting and attendance management.
- Collaborates with the Manager of Procurement and other staff in the organization to determine Key Performance Indicators for Procurement activities.
- Evaluates existing and leading practices for the procurement of goods, services and construction, making recommendations to improve the efficiency and quality and level of service to the business units.

- Provides leadership and direction on the implementation of training programs to develop and improve the effectiveness of Procurement staff.
- Maintains strong communication between Procurement and departments to ensure level of service delivery standards are met and adherence to organizational policies and standards.
- Provides Procurement Officers advice and/or resolve issues related to the solicitation and evaluation process, including but not limited to dispute resolution, conflict of interest, risk, confidentiality, political sensitivity, and budget availability.

Qualifications

The minimum qualifications for this position include:

- A Post-secondary degree in Commerce, Business Administration or related field, and a recognized purchasing designation/accreditation such as Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Supply Chain Management Professional (SCMP) and/or Public Sector Procurement Program (PSPP).
- In addition, candidates must have a minimum of 5 years of related progressive experience with at least 3 years in a supervisory or leadership role, leading progressively complex procurement projects and business change (process, technology, transformational, etc.).

The salary band for this NU role is Band 8 (\$85,431 to \$106,789 annually). Interested, qualified, internal, candidates are asked to submit a cover letter and up-to-date resume **quoting Competition #HW25-121E in the subject line (required)** confirming their interest **by 4:30 pm on July 30, 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. 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: [Procurement Supervisor | Halifax Water](#)

Halifax Water is an equal opportunity employer.