



IMPROVE LIFE.

Strategic Sourcing Specialist, Purchasing Services

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Purchasing, strategic sourcing, tendering, project management, commodity management, contract negotiation and contract management are some of the areas of expertise of the Strategic Sourcing Specialist, Purchasing Services we seek.

Reporting to the Manager, Purchasing Services, you will lead strategic sourcing initiatives to establish complex contracts to support the University's teaching, research and operations. You are expected to lead competitive bidding projects, provide outstanding customer services and professional sourcing expertise to internal business units, follow a disciplined approach with adherence to the Broader Public Sector (BPS) Procurement Directive, applicable trade agreements, the University's policies and procedures and contracting and tendering laws, and develop creative solutions to meet client's needs and expectations.

The role of Strategic Sourcing Specialist has direct accountability for the successful execution of sourcing strategies and plans and meeting project timelines. You will also strive to seek a balance between satisfying the procurement needs and requirements of the business units in a cost-efficient way, while maintaining the high standards of business ethics and legislative compliance of the University's procurement process.

As a Strategic Sourcing Specialist, Purchasing Services, you will:

- Oversee and lead strategic sourcing project teams and manage strategic sourcing processes for one time or ongoing large procurement projects
 - Analyze business requirements, develop appropriate procurement strategies and plans in partnership with operational units to advance short and long term project goals and objectives
 - Conduct necessary investigations and analysis for complex business cases and develop innovative solutions to meet business requirements
 - Manage competitive tendering process from beginning to end to ensure process compliance
 - Guide and facilitate project teams to make sound business decisions on tendering and sourcing process with the goal to minimize risks and achieve the best results
 - Lead and participate in various sourcing events and establish tender awards and contracts
 - Review terms and conditions of contracts and agreements, develop strategies and plans for contract negotiations and risk mitigation
 - Provide effective client service, and establish effective working relationships with internal and external clients, including other university departments, vendors, public and government
 - Engage with different levels of clients to provide advice, assistance and guidance over university's procurement policies and processes, and develop appropriate procurement strategies
 - Serve as resident expert to academic, administrative and business departments by interpreting government legislation and regulations regarding broad public sector procurement and related trade agreements
 - Analyze procurement activities and commodity acquisitions to identify opportunities to improve the performance of the university's supply chain and the efficiency of the sourcing process
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- Develop sourcing strategies to drive and increase the university's supply chain value to support long term operational goals and objectives
- Conduct direct and indirect survey to assess service level and client satisfaction, and evaluate the effectiveness of current contracts, processes and supplier performance.
- Work with stakeholders, clients and departments, and supply partners to resolve contract management issues
- Implement best purchasing practices and drive continuous improvement activities
- Develop, implement and maintain procedures, policies and guidelines related to procurement, strategic sourcing and commodity management

To assume the role of Strategic Sourcing Specialist, Purchasing Services, you must have:

- Three (3) year college diploma in business administration, materials management or related field, University degree is strongly preferred
- Certified Supply Chain Management Professional (CSCMP) designation or equivalent
- Minimum of five (5) years of progressive experience in procurement, strategic sourcing, commodity management and contracting in a large complex business environment
- Experience with public procurement (negotiable RFPs, tenders and contracts) within a broader public sector is highly desired
- Demonstrated leadership experience would be considered an asset
- Demonstrated knowledge of competitive tendering process and legal aspects of contracting and tendering
- Proven track record of commitment to customer service with ability to problem solve
- Strong ability to assess, analyze and summarize business cases effectively with proven critical thinking abilities
- Proven experience with negotiation, relationship-building, and project management is critical
- Highly effective oral and written communication skills, coupled with attention to detail with an analytical lens
- Demonstrated tact, diplomacy and conflict management is crucial for this role
- Strong time management skill and comfortable working within tight timelines and conflicting schedules
- Technical aptitude with advanced skills including Microsoft Office Suite.

The **University of Guelph (www.uoguelph.ca)** is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to change lives and improve life.

To view a detailed posting of this Strategic Sourcing Specialist opportunity, including application instructions, please go to our website at www.uoguelph.ca/hr/.

Applications, quoting **Hiring #2020-0303**, must be sent to careers@uoguelph.ca.

We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.