



## POSITION SUMMARY

### QUEEN'S UNIVERSITY - GENERAL STAFF

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POSITION TITLE: Procurement Specialist  
DEPARTMENT: Strategic Procurement Services  
CLOSING DATE: May 16, 2021

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The department of Strategic Procurement Services is looking for a Procurement Specialist to join their dynamic and collaborative team. Reporting to the Associate Director, the successful incumbent will be comfortable working with high profile researchers and faculty members, and will maintain effective supplier relationships while negotiating and sourcing products and services for the university. To be successful in this role you will have a strong business acumen, possess an understanding of complex regulatory and policy requirements, be confident making decisions that support the mission and goals of Strategic Procurement, and have the tact to support the management of complex teams and committees made up of senior leaders at the university.

This is a unique opportunity for someone with an inquisitive mind who enjoys variety in their day to day responsibilities. The Procurement Specialist will be joining an experienced team who are considered subject experts within the sector, and use cutting edge technology to constantly innovate. This role has a significant impact on the research that occurs throughout the university, influencing the student experience and in turn making an impression on global research happening at the university.

#### Job Description

##### **KEY RESPONSIBILITIES:**

- Lead complex sourcing projects that have a significant impact on the operations of the university. Provide strategic advice and guidance to large sourcing committees, including senior level university stakeholders with a broad range of requirements and perspectives, to ensure the best supplier selection and value for the university.
- Develop a strategic approach to supplier and product rationalization relating to equipment, products and services, to maximize the potential of enterprise agreements and alliances.
- Lead the requirement identification process to ensure that university and funding agency requirements are met for strategic procurement activity.
- Review, recommend and implement new and updated sourcing strategies and procurement processes that remove barriers and ensure inclusive methodology, including development of procurement documentation (RFI, RFQ, RFSQ or RFP), as required.
- Prepare and draft contract documents, and review and analyze supplier contract documents.
- Negotiate terms and conditions including pricing with suppliers.

- Prepare supplier debrief reports.
- Approve purchase requisitions adhering to university policies for spending thresholds and ensuring proper signing authorizations are obtained.
- Perform supplier, market and category analysis, focusing on the relative competitive positioning of current and potential suppliers, changes to supplier cost structures, technology trends, and competitive activities. Provide recommendations and risk mitigation strategies based on findings to the leadership team.
- Create a positive and inclusive work environment that supports and promotes a culture where a diverse range of ideas and perspectives are valued and incorporated into decision-making.
- Ensure that the Queen's procurement process & policy is equitably applied to all procurement activity.
- Assess, define and resolve complex procurement issues, including contractual terms and conditions.
- Maintain files pertaining to procurement activity and research award finalization, where applicable, to ensure compliance with university procurement policy and granting agencies' guidelines.
- Establish Fair Market Value and conduct appraisals where necessary, including resale and removal of expended university assets.
- Determine in-kind offerings, with suppliers and researchers, and conduct appraisals where necessary.
- In collaboration with relevant stakeholders, review how the procurement process serves researchers and other stakeholders and identify and implement continuous improvements to the process.
- Maintain metrics for process improvement, supplier management and management reporting, and prepare and present business reviews for business units.
- Establish, monitor and take remedial actions to resolve issues with supplier relationships.
- Provide day-to-day procurement information, leadership and guidance to senior leaders, management, researchers, staff, students, external vendors and other outside sources.
- Maintain and develop web content related to procurement to be posted to the SPS website.
- Develop, maintain, and utilize professional networks to achieve procurement objectives.
- Undertake other duties as required in support of the department.

**REQUIRED QUALIFICATIONS:**

- University Degree in a relevant field.
- Several years of experience in a relevant position (ie. Procurement, Supply Chain, IT, Research, Legal, Project Management, Construction), with a minimum of 2 years experience supporting complex procurements.
- Demonstrated knowledge of Broader Public sector procurement rules and regulations including federal, provincial, international and local directives.
- Must recognize and value the strategic advantage that diverse knowledge and perspectives brings to an organisation.
- Knowledge of contract law, and duty and taxation regulations related to public procurement processes.

- Demonstrated ability to gather and analyze data, prepare written reports, and direct others in the requirements of data analysis.
- Completion or enrolment in the CSCMP (Certified Supply Chain Management Professional) Certification, Supply Chain Management Association of Ontario designation, or the Certified Professional Public Buyer through the Universal Public Procurement Certification Council is preferred.
- Working knowledge of computer software programs, including procurement systems, would be considered an asset.
- Consideration will be given to an equivalent combination of education and experience.

#### **SPECIAL SKILLS:**

- Excellent planning and organizational skills. Ability to determine competing priorities and prioritizes appropriately to ensure deadlines and desired outcomes are met.
- Superior communication (both verbal and written) and interpersonal skills with the ability to adjust communication style to ensure message is conveyed and understood.
- Strong client focus. Maintain positive client relations and keep client informed of progress through on-going communication. Anticipate and adapt to client needs and assist to create strategies to help the department serve clients more effectively.
- Seeks out and builds relationships with diverse stakeholders to develop and maintain mutually beneficial networks and working relationships to achieve organizational goals and objectives.
- Superior negotiation, critical thinking and problem-solving skills.
- Analytical and interpretive skills. Ability to retrieve and produce metrics and data from a wide variety of sources. Ability to conceptualize creative plans and workable solutions for dealing with a wide array of internal and external stakeholders.
- Self-motivated with the ability to work independently and as a member of a team.
- Consistently acts with the highest professional standards adhering to organizational standards, policies and goals.
- Must be objective, fair, impartial and flexible while adhering to the ethical standards set forth by the Broader Public Sector Procurement Directive and Queen's University Procurement Code of Ethics.
- Project management skills.
- Problem solving and conflict resolution skills.
- Leadership skills and the ability to organize people and resources toward the effective and efficient pursuit of objectives.
- Initiative and the ability to overcome obstacles to address challenges within an appropriate timeframe.
- Attention to detail and accuracy.

#### **DECISION MAKING:**

- Determine strategy for university sourcing requirements to ensure cross functional requirements are met while ensuring best results for the university.
- Determine strategic approach to supplier and product rationalization to maximize outcome of enterprise agreements.

- Determine and develop service level metrics related to each product/service sourced, including a supplier monitoring process. Determine the approach required to lead teams (clients & procurement professionals) to ensure that university requirements are achieved in line with the strategic plan for procurement activity.
- Determine analysis required and appropriate presentation and recommendations of findings.
- Determine and take appropriate action to resolve issues that arise for researchers in the procurement and granting processes (related to procurement) to expedite the research project process.
- Lead supplier selection decisions taking the lead to explain and justify decisions to university clients and management.
- Determine appropriate solution to resolve complex procurement issues. Determine when issues should be brought to the attention of the Associate Director.
- Verify the acceptability of justifications for exemptions to the university's procurement policy provided by university departments, before sign-off by the Director, Strategic Procurement Services.
- Review procurement processes and make redesign decisions to improve process effectiveness and efficiency.
- Perform valuation of in-kind offerings, where required.

**APPLICANTS PLEASE FOLLOW THE LINK BELOW:**

<https://clients.njoyn.com/CL4/xweb/xweb.asp?clid=74827&page=jobdetails&jobid=J0421-0302&BRID=EX199715&SBDID=22374&LANG=1>