



Position Title: Manager, Logistics and Materials (Facilities)

Closing Date: January 28, 2024

Grade: 09

A Brief Overview

Facilities proudly builds, maintains, and improves campus facilities to create a safe and welcoming environment in support of teaching, learning and research. The Materials Management unit maintains the inventory of the Facilities Department's materials and supplies. Transportation of materials and employees to work sites across the campus is also arranged by this unit.

Reporting to the Assistant Director, Operations and Maintenance (Facilities) (Assistant Director), the Manager, Logistics and Materials (Manager) provides purchasing and supply management leadership for the Facilities Department and is responsible for ensuring materials and supplies required for Facilities services are procured as per policy and delivered in a timely fashion while maintaining a high level of inventory accuracy and integrity within the unit. The Manager participates in strategic long-term purchasing plans focusing predominantly on collaborative sourcing with insights on pricing and value-added services benefitting Facilities. The Manager participates in relationship building and management of vendors and champions an inclusive work environment that celebrates the diversity of others and where team members take pride in their work and their contribution to the mission of Facilities and the university.

As a client-centric professional, the Manager is accountable for negotiating best value for every university dollar spent, providing advice and guidance to the Facilities units when purchases are made, and making recommendations to the Assistant Director regarding sourcing opportunities. The Manager is expected to make independent decisions and ensure unit processes and procedures remain compliant with university policy and the broader rules and regulations governed by current legislation. The Manager is also responsible for preparing and analyzing data and reports on a monthly, quarterly, and annual basis. Working in collaboration with the university's Strategic Procurement Services, the Manager will participate in the development of tender documents and the resulting contracts for all major supply needs, managing vendor contracts, vendor managed inventory services, and procurement of goods. The Manager also monitors inventory levels and product movement and controls/isolates non-conforming inventory products (spot buying) in conformance with client expectations and university quality standards. The Manager is responsible for facilitating efficient order fulfillment, ensuring routine maintenance of Facilities fleet vehicles, and as a result, contributing to a safe and orderly working environment. The Manager conducts and coordinates Fair Market Value appraisals for resale and removal of expended university assets.

The Manager may be required to be available to accept emergency calls outside normal business hours.

KEY RESPONSIBILITIES:

- Provides purchasing and supply management leadership for all Facilities units.
- Determines and develops annual, long-term targeted and measurable purchasing strategy, develops business plans including risk assessments, and determines allocation of resources.
- Responsible for overseeing the invitational solicitation process for quotations for Facilities services requirements. This includes adhering to the university's policy and procedure.
- Participates in tendering/RFP process and provides technical information to support required scope and criteria for selection.
- Evaluates and controls all material inventories for Facilities. Monitors and controls inventory integrity. Plans material required to meet preventive maintenance requirements.
- Develops, modifies, and implements policies and procedures for the unit to ensure compliance, continuous process improvement in supply management, and cost savings/avoidance for the university.
- Develops and monitors security protocol for inventory storage areas. Maintains product identification and location program.
- Tracks data necessary to establish and evaluate Key Performance Indicators (KPIs). Recommends continuous improvement strategies.
- Responsible for overseeing physical inventories/cycle counts/random or receipt audits/reconciliations. Investigates inventory discrepancies and makes necessary corrections in a timely manner. Tracks and reports non-conforming products.
- Coordinates and integrates efforts across operational units to enhance inventory appropriateness, levels, and accuracy.
- Collects and analyzes data to make purchasing decisions. Approves purchase requisitions adhering to university policies for spending thresholds and ensuring proper signing authorizations are obtained pursuant to the university's procurement policies and sign-off matrices.
- Investigates, addresses, and resolves issues with contractual commitments as required to ensure departmental expectations are met.

- Documents and controls aged and damaged products. Performs investment recovery; selling off material and equipment not required by the department adhering to policy.
- Negotiates terms and conditions including pricing with prospective suppliers to ensure the department obtains the best value possible for the product or service being procured.
- Prepare and draft contract documents for review by the Assistant Director, and review and analyze supplier contract documents pursuant to policy.
- Drafts the budget for the unit and for inventory replenishment as well as other contracts and tenders.
- Remains current with procurement systems software and makes recommendations on software/hardware advances that will improve the operations and increase efficiency.
- Acts as the Safety Officer for the area, interpreting university and departmental policies and procedures regarding legislated safety regulations and ensuring adherence within department.
- Regularly trains and coaches team members in improvement of inventory control techniques and procurement practices.
- Plans, prioritizes, and manages the work of employees, providing strategic and tactical advice, guidance, and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing, and evaluating performance and conducting formal performance reviews on an ongoing basis.
- Assesses staff training and development needs, ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses, and resolves employee/labour relations issues, including disciplinary matters. Makes decisions or effective recommendations on matters involving possible discipline, discharge, and probationary termination.
- Participates in the development and execution of a long-term eco-friendly Facilities Vehicle Fleet Strategy.
- Manage the Facilities vehicle fleet, maintain maintenance activities and records, recommendations for replacement, and utilization of fleet.
- Responsible for work wear ordering, arranging sizing, and distribution to Facilities Units.
- Other related duties as assigned.

REQUIRED QUALIFICATIONS:

- University Degree preferably in Business Administration or other related field combined with a minimum of 5 years' job-related experience in the supply management field preferably in a large institution.
- Supply chain or purchasing designation such as; CSCMP (Certified Supply Chain Management Professional) Certification, Supply Chain Management Association of Ontario (SCMAO) designation, or the Certified Professional Public Buyer through the Universal Public Procurement Certification Council.
- Knowledge of procurement regulations including federal, provincial, international, and local directives.
- Knowledge of Broader Public Sector procurement rules and legislation.
- Knowledge of contract law, inventory control, and duty and taxation regulations related to public procurement processes.
- Several years of progressively responsible management experience in a unionized environment.
- Excellent communication (both verbal and written) and interpersonal skills are critical to interacting with many individuals internally and externally in a variety of contexts.
- Demonstrated financial and budgeting experience.
- Strong computer aptitude with demonstrated competency using computer software programs, including procurement systems and tools.
- Capacity to be a competent supervisor within the meaning of the Ontario Occupational Health and Safety Act.
- Valid Province of Ontario Class G Ontario driver's license and insurable under the university's insurance plan.
- Satisfactory Criminal Records Check (CRC).
- Consideration may be given to an equivalent combination of experience and education.

SPECIAL SKILLS:

- Promotes the value of diversity and the importance of being an inclusive organization and ensures equitable and fair treatment of others and actively works to make the workplace inclusive for all individuals.
- Must be objective, fair, impartial, and flexible while adhering to the ethical standards set forth by the Broader Public Sector Procurement Directives.
- Solid negotiation skills as demonstrated through experience.
- Capacity to embrace change and act as a change champion for others.
- Excellent analytical, organizational, planning, and problem-solving skills in order to examine a number of alternative possibilities and arrive at the best solution.
- Ability to cope with multiple demands and resolve conflicts.
- Planning skills to propose new initiatives and to improve the efficiency of the Materials Management unit.
- Ability to analyze financial data to support the creation of budget reports and procurement related reports.
- Ability to delegate tasks to maximize the efficient operation of the team.
- Project management, problem solving, and conflict resolution skills.
- Flexibility, initiative and resourcefulness to work independently at a high level.
- Capable of maintaining strict confidentiality with an ability to recognize and handle confidential information in an appropriate manner.
- Sound judgement, tact, and discretion.
- Ability to interact professionally and effectively with staff at all levels of the university, faculty, students and members of the public. Ability to develop partnerships with suppliers.
- Receptive to diverse thoughts and alternative perspectives and incorporates them into the work where appropriate.
- Client service aptitude with the ability to maintain a service-oriented perspective while dealing with potentially challenging client service demands.
- Ability to work in a collaborative environment with a service orientation.

- Ability to motivate and to create a strong work environment; sensitivity to issues affecting staff.

- Ability to adapt and assist with the implementation of new technologies.

- Attention to detail; accuracy of all documentation and record keeping.

DECISION MAKING:

- Identify potential for and negotiate preferred supplier agreements with suppliers.

- Problem solving related to materials management.

- Initiate action to prevent the occurrence of any non-conformities relating to product, process, and quality systems.

- Identify and record any issues relating to product, processes and/or quality.

- Develops the budget for the Materials Management unit in collaboration with the Assistant Director.

- Initiate, recommend, or provide solutions through appropriate channels. Verify the implementation of solutions.

- Identifies and develops service level metrics for products and services sourced.

- Determine when to advise the Assistant Director of any situation that might impact negatively on the unit/department and formulate strategies for remedial action.

- Allocating and monitoring the work of all employees on the team.

- Develop business plans and other short- and long-term planning documents that provide direction and propose objectives.

- Evaluates job candidates and makes effective recommendations on suitable hires. Makes decisions and/or effective recommendations regarding transfers and promotions.

- Evaluates employee performance and decides on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations.

- Assesses investigation outcome of grievances and makes effective recommendations on appropriate course of action or next steps on grievances.

- Makes effective recommendations on level of discipline up to discharge and probationary termination.

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