

Job Title: Senior Procurement Specialist

Position: Senior Procurement Specialist

Division: Corporate Financial Services

Department: Supply Chain Management

Term: 1 Temp Full Time position available for approximately 18 months.

Closing Date: 04/03/2024

Labour Group: SCMMA

Posting: 3063

Apply: <https://careers.saskatoon.ca/job/Senior-Procurement-Specialist/578677617/>

Job Summary

Reports to the Manager, Procurement. Under technical and administrative direction, performs advanced professional work in strategic procurement, public procurement policy, regulatory compliance, and centralized procurement activities. Leads and performs a variety of assignments which include, but are not limited to, the procurement of goods, services, and construction, source-to-contract (S2C), and procure-to-pay (P2P). Leads and conducts spend analysis, develops sourcing strategies, assesses market trends, and performs complex cost and price analysis.

Duties & Responsibilities

1. Supervises assigned staff; assists with hiring, establishes work assignments, assesses staffing needs, identifies and pursues other resources if necessary.
2. Supervises and/or coordinates all activities for their procurement team (Procurement Specialist, Clerks, Buyers) to ensure the timely procurement of goods, services, and construction. Reviews work assignments to ensure compliance with our Purchasing Policy and Protocols, Trade Agreements, and public procurement guidelines.
3. Ensures the most effective and innovative procurement methods are understood, adopted, and practiced; Implements strategies to improve operational efficiency and effectiveness; Sets above average standards, leads by example, and functions as a mentor to assigned staff.
4. Conduct training of new employees through job shadowing of the procedures and techniques required in their performance of their duties.
5. Plans, administers, and executes the source-to-contract (S2C) process for high value/risk procurements, including preparation of RFx documents, reviewing specifications for policy compliance, provides advice and navigates the legal and operational challenges within the source-to-contract (S2C) process.
6. Administers and governs the bid submission process for high value/risk procurements; reviews and evaluates bid submissions for compliance; oversees the evaluation, contract award, supplier debrief process and protocols, facilitates bid protests and supplier suspension processes.
7. Ensures that the procurement process is followed as outlined in the RFx document; leads negotiations with suppliers on proposals and contracts, and that the evaluation and recommendation for award is in accordance with the RFx.
8. Prepares or oversees all correspondence related to the RFx including spreadsheets, letters, emails, reports, forms, notifications, and recommendations.
9. Prepares or oversees the creation of SAP Outline Agreements and Purchase Orders; develop, recommend, and implement blanket or strategic purchase orders to assist with efficient and effective procure-to-pay (P2P) processes.
10. Provides guidance and recommends strategies to formulate strategic procurement plans to leverage spend, maximize buying power, and achieve positive social, economic, and sustainable procurement outcomes.
11. Research market sources and vendors to locate and ensure the most cost effective and competitive approach for the procurement of goods, services, and construction.

12. Leads and oversees large-scale centralized corporate procurement and/or administration of contracts for assigned portfolio(s).
13. Organizes and chairs task groups including various Divisions/Departments with similar requirements to develop specifications for goods, services, and construction, conduct needs analysis, align requirements, and troubleshoot and resolve issues or constraints.
14. Collaborates with department/division to identify and develop vendor performance criteria, tracks and monitors vendor's performance concerning quality of goods, services, and construction; provides inputs to, documents, and reports on supplier performance.
15. Responds to inquiries and communicate with City staff, and suppliers on a variety of public procurement topics and/or issues; provides guidance and, advice, on the corporate purchasing policy and protocols; represent the Procurement Section at meetings with internal and external stakeholders, and other public agencies. Complex issues are escalated to Manager, Procurement.

Qualifications

- Degree in Business Administration, Operations, Finance, Accounting, or related field.
- Four to 6 years' experience in Supply Chain Management with demonstrated ability in strategic procurement, category management, source-to-contract (S2C), and procure-to-pay (P2P).
- A professional designation from Supply Chain Canada (SCC).
- Progressively responsible experience in procurement with demonstrated leadership experience in providing technical and administrative guidance and coordinating the work of others.
- Considerable knowledge of modern tools and principles of Supply Chain Management.
- Ability to work collaboratively and gain knowledge from internal and/or external stakeholders and become a functional area leader for business process change.
- Demonstrated organizational skills and is self-directed.
- Ability to articulate ideas, concepts, messages, and persuasive presentations on controversial or complex topics and can relate to people within the organization to support strategic project goals.
- Demonstrated ability to make complex decisions while considering the "big picture" perspective, with a defensible and consistent process.
- Experience in a public sector procurement is an asset.
- Considerable knowledge of a variety of products and sources of supply.
- Considerable knowledge of advanced & strategic procurement principles, methods, and procedures.
- Considerable knowledge of contract law, competition act, and social, economic, and sustainable purchasing practices.
- Demonstrated ability to analyze information and exercise good judgement in strategic sourcing, decision making and recommendations.
- Ability to deal courteously, tactfully, and effectively with suppliers and civic staff.
- Demonstrated skill in the operation of Office Suite and Enterprise Resource Planning (ERP) software (i.e., SAP, Oracle, Microsoft Dynamics 365, etc.)
- Ability to render decisions exercising good judgement.
- Ability to work with minimal supervision.
- Demonstrated ability to plan and lead contract negotiation processes.
- Demonstrated ability to adapt to rapidly changing situations and conflicting priorities while maintaining a high degree of professionalism.
- Ability to work both within a team environment as well as independently.
- Demonstrated strong analytical, critical thinking, decision-making and problem-solving skills are required.
- Excellent listening, verbal, and written communication skills with the ability to lead/facilitate meetings with business areas and suppliers are required.
- Ability to present ideas by utilizing visuals and being able to relay key messaging.
- Ability to maintain and develop effective and professional working relationships is required.
- Ability to manage critical priorities and maintaining integrity of output.

Weekly Hours: 36.67

Salary Range: \$80,150.88 to \$93,935.04 CAD **per annum** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit

[Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.