



Category Specialist, Enterprise Procurement

Reporting to the Manager, Strategic Sourcing, the Category Specialist is a key member of the Enterprise Procurement team and the functional central office.

Primary Purpose: Within USask's shared services model, the Category Specialist is responsible for leading procurement strategy implementation, providing oversight for certain category procurement execution activities, problem solving escalated and complex procurement requests, and supporting the development of Procurement Officers within the shared service model and beyond. The successful candidate will oversee the daily and strategic operations of the Services and Construction Procurement category, including but not limited to the support of Procurement Officers, identification and implementation of process improvements, and engagement in capital project planning in these categories. As a procurement leader on campus, this position is expected to provide mentoring and guidance to other members of the procurement team across the organization and to act as an ambassador for procurement with our partners.

Nature of Work: Our Enterprise Procurement team is part of the People and Resources portfolio, which includes human resources, finance, and safety resources.

Working in a team environment, the Category Specialist, will work on a variety of projects and initiatives to enhance Enterprise Procurement's services. As the Enterprise Procurement organization works through a significant modernization strategy, the Category Specialist will assist in developing initiatives, implementing changes, and ensuring appropriate change management activities, as well as provide client feedback. This role will have a heavy focus on procurement activities for stakeholders specifically in construction, professional services, and general goods and services, therefore specialized knowledge of these areas is considered an asset to guide the team and clients appropriately.

The Category Specialist is expected to foster close working relationships with the procurement community on campus, and to support their operations through the provision of expert advice and guidance, coaching, and mentoring. This position is expected to champion the function and its continuous evolution as well as stay current with trends in industry, identify opportunities to solve problems and enhance service, and to support the implementation of change.

Accountabilities

College/Unit Support

- We participate in strategic thinking and planning about how to best use resources at the unit level;
- We provide strategic advice and support for all procurement planning, analysis and contracting to support the unique procurement requirements of our assigned portfolios;
- We make recommendations for the alignment between procurement strategies and unit priorities to ensure initiatives are implemented and addressed;



- We identify procurement and process opportunities that achieve greater effectiveness of operations;
- We develop category management strategies for assigned categories to achieve the college and/or unit objectives in support of the university mission, vision, and goals.

Functional Expertise and Collaboration

- We establish and maintain strong working relationships with a variety of constituents across campus, including college and support centre staff, central office colleagues, and service centre partners to ensure success in meeting the college's, unit's, and university's strategic and operational goals;
- We build and maintain relationships with internal and external stakeholders, including clients, colleagues, vendors, regulatory bodies and other agencies;
- We contribute to the development of the People and Resources portfolio through leading and participating in projects to advance the tools and supports delivered by Enterprise Procurement to colleges and units across campus;
- We strategically manage high value, sensitive, complex projects or specific portfolios in support of cross campus stakeholders;
- We provide and implement solutions that will improve procurement procedures and processes within the categories we support, and provide advice on related technical decisions and/or recommendations;
- We help to ensure that the services provided by service centre partners (i.e., ConnectionPoint) are timely, accurate and effective;
- We act as a key subject matter expert and lend this expertise to client departments as needed for the purposes of resolving issues or providing mentorship to procurement staff.

Qualifications

Education: Bachelor's degree in a relevant field, preferably in Business, Operations Management, Engineering and an SCMP or equivalent designation. An equivalent combination of education and directly related experience may be considered.

Experience:

- Minimum five (5) years of procurement and material management experience in a large organization with increasing levels of responsibility and authority is required;
- Experience working in a diverse and inclusive environment is preferred;
- Extensive experience with competitive procurement, contract law, and supply chain management;
- Experience interacting with all levels of an organization, from administrative staff to senior leadership;
- Development of category strategy including spend analysis, cost modelling, market intelligence, strategic sourcing, negotiation and contracting strategies;
- Demonstrated knowledge of construction and professional services contracting is ideal;
- Experience with the preparation and analysis of procurement data, metrics, and key performance indicators is an asset;
- Experience with construction project management and different project delivery models within the construction industry is an asset;



- Familiarity with industry standard contracts including Canadian Construction Document Committee (CCDC) and Royal Architectural Institute of Canada (RAIC) is considered an asset;
- Experience with public procurement considered an asset, but not required.

Skills: Excellent interpersonal and communication skills, both written and oral; strong customer service skills, demonstrated proficiency in analytical and negotiation skills; demonstrated ability to problem solve under deadline pressures and competing priorities; demonstrated ability in handling procurement within an ERP system; proven Microsoft Office application skills, including SharePoint and expert MS Excel skills; case management system experience would be considered an asset; and demonstrated leadership capabilities within a team environment.

Applications will be reviewed beginning Monday, May 10th.

Department: Enterprise Procurement

Status: Permanent

Employment Group: ASPA

Full Time Equivalent (FTE): 1.0

Salary: The salary range, based on 1.0 FTE, is \$79,448.00 - 132,331.00 per annum. The starting salary will be commensurate with education and experience.

Salary Family (if applicable): Specialist Professional

Salary Phase/Band: Phase 3

Posted Date: 4/23/2021

Closing Date: Until Filled.

Number of Openings: 1

If you are interested in applying for the role, please visit our website at:

<https://usask.csod.com/ux/ats/careersite/14/home?c=usask>

If you have any questions please contact Erika Chomiak at Email: erika.chomiak@usask.ca

The University believes equity, diversity, and inclusion strengthen the community and enhance excellence, innovation and creativity. We are dedicated to recruiting individuals who will enrich our work and learning environments. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. The University of Saskatchewan's main campus is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. Together, we are uplifting Indigenization to a place of prominence at the University of Saskatchewan.