



# UNIVERSITY OF SASKATCHEWAN

**Job Title:** Category Specialist, Enterprise Procurement

**Department:** Enterprise Procurement

**Location:** Saskatoon, SK

**Employment Type:** Contract (12-month Term with possibility for extension or permanent)

**Employment Group:** ASPA

**Full Time Equivalent (FTE):** 1.0

**Salary Family (if applicable):** Specialist Professional

**Salary Phase/Band:** Phase 3

**Posted Date:** 8/30/2022

**Closing Date:** October 3, 2022

**Number of Openings:** 1

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The University of Saskatchewan has some of the most innovative people doing groundbreaking research and pedagogy. The Category Specialist is a key member of the Enterprise Procurement team that provides strategic analysis and support to colleges and units in order to procure the goods and services they need to achieve their goals, while balancing value, timeliness, risk, and cost.

The university offers flexible work arrangements; access to the university's recreation services; ongoing professional development and mentorship and a comprehensive benefits and pension program.

**Primary Purpose:** Reporting to the Director, Enterprise Procurement, the Category Specialist is responsible for leading category procurement strategy formation and implementation, providing oversight for certain category procurement execution activities, problem solving complex procurement requests, and supporting the development of Procurement Officers. The successful candidate will oversee the daily and strategic operations of the IT and Scientific categories, including but not limited to the support of Procurement Officers, identification and implementation of category contracting strategies, and stakeholder engagement to support 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 within the campus community.

**Nature of Work:** Working in a team environment, the Category Specialist will work on a variety of projects and initiatives to enhance Enterprise Procurement's services. This role will have a heavy focus on procurement activities for stakeholders specifically in IT and Scientific

goods and services, including software, therefore specialized knowledge of these areas is considered an asset to guide the team and clients appropriately. This position will also offer feedback and potential solutions for process improvements that support continuous enhancements to the service performance of Enterprise Procurement.

### **Accountabilities**

- Develop sourcing strategies for assigned categories to achieve the college and/or unit objectives.
- Support or perform RFX drafting, lead RFX evaluations, negotiate and implement procurement contracts, for a variety of goods and/or services including Master Services Agreements, Software-as-a-Service (SaaS) agreements, and technical equipment (including maintenance) contracts.
- Build relationships with internal and external stakeholders, including clients, colleagues, vendors, regulatory bodies, and other agencies, as needed.
- Work with Legal, Finance, Risk Management, and other applicable departments to coordinate source-to-contract execution.
- Seek solutions that will improve procurement procedures and processes within assigned categories and provide advice on related technical decisions and recommendations.
- Act as a subject matter expert and lend this expertise to client departments as needed for the purposes of resolving issues or providing mentorship to procurement staff.
- Work effectively with other offices (ConnectionPoint, Strategic Business Advisors, Colleges/Units), to gain a comprehensive understanding of organizational requirements and strategic priorities.
- Other duties as assigned

### **Qualifications**

**Education:** University or post-secondary education in a relevant field, preferably in Business or Operations Management. SCMP designation or post-graduate education in business or related field is considered an asset. An equivalent combination of education and directly related experience may be considered.

### **Experience:**

- Relevant experience in procurement, supply chain management, or operations management with increasing levels of responsibility and authority is ideal.
- Experience developing RFX and/or sourcing, negotiation, and contracting strategies is necessary.
- Experience working in a diverse and inclusive environment is required.
- Previous experience with competitive procurement, and contract law is necessary.
- Strong and proven contracts/business acumen is required.
- Familiarity with e-procurement processes and systems is considered an asset.
- Demonstrated knowledge of IT, technical and software contracting is ideal.
- 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 collaboration capabilities within a team environment.

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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.