

Manager, Strategic Procurement

Permanent Appointment

Regina Head Office

Job Summary:

The Manager, Strategic Procurement is responsible for developing and implementing a procurement strategy, including vendor and contract management, an annual corporate procurement plan as well as leading strategic procurements for the WCB. This position will plan, coordinate, supervise, and evaluate procurement-related activities of staff.

The individual will possess a customer-centric mindset, a proven history of cultivating relationships with internal customers and the vendor community as well as a passion for resolving intricate challenges while driving innovation in work processes and systems.

This position reports to the Director, Corporate Services, and is an integral member of the leadership team of the WCB.

Duties & Responsibilities:

1. Develops, implements, and communicates WCB's strategic procurement strategy. This will include implementing an e-procurement solution for the organization.
2. Provides strategic procurement advice across the business and supports capacity building and evolving maturity of the procurement capacity in the organization.
3. Drafts and reviews complex solicitation (scope and deliverables) specifications, assists departments with procurement needs, maximizes consistent and cost-effective procurements with the support of Legal Services, ensures compliance with applicable policies and trade agreements, leads the evaluation process, communicates the award of contracts to vendors, in collaboration with Legal Services, participates in the development and negotiation of contracts as well as evaluates vendor performance.
4. Builds and maintains a vendor management system to support departments, stays informed of new products, services, technologies, and market conditions, and evaluates vendor performance. The documentation involved in the procurement process and the supervision of audits are also the responsibilities of the manager.
5. With the support of Legal Services and Policy, draft policies, procedures, systems, and standards to ensure optimum contract management and support are provided to the organization.
6. Advises on the interpretation and application of WCB's procurement policies and trade agreements.
7. Develops and maintains standardized procurement tools and templates ensuring WCB requirements are met as well as meeting the needs of the business.
8. Provides guidance in the event of disputes and vendor complaints.
9. Provides leadership in transformational change and change management specific to strategic procurement and supports the organizational transformational change and change management underway across all departments of WCB.

10. Directs, supports, and/or participates in the development and maintenance of the department's Business Continuity Plan, ensuring the plan is complete and current.
11. Recruits, develops, and manages the performance of procurement staff in accordance with WCB's policies, procedures, and best interests.
12. Develops and implements departmental plans, goals, and key performance indicators for the unit that are aligned with and support department, division and organizational strategic direction. Participates in the development of department budgets.
13. Builds and maintains positive and effective working relationships with other departments, and units within the organization, as well as with external stakeholders that are reflective of the values and culture of the WCB.
14. Performs other related duties as required.

Qualifications:

A University Degree supplemented with a minimum of five (5) years of related procurement leadership experience with a strong commitment to continuous learning, developing others, and problem-solving. Experience in managing a team of procurement professionals with direct experience in the full procurement life cycle and analyzing complex issues, evaluating options, and recommending solutions.

Preference will be given to candidates with a designation in procurement (e.g., Supply Chain Management Professional (SCMP), or equivalent).

Equivalent combinations of education and experience that result in the required level of knowledge, skill, and competence, may be considered.

Applications:

It is the responsibility of the applicant to ensure that the application is received through the online application system prior to close. Each application must include a cover letter explaining how each qualification is met and an updated resume.

The Saskatchewan Workers' Compensation Board is committed to achieving a representative workforce. Members of designated groups (women, aboriginal people, people with disabilities and visible minorities) are encouraged to apply.

Application Closes: August 18, 2024