

Job Description

Job Title:	Director, Procurement & Contract Services
Department:	Procurement & Contract Services
Reports To:	VP Administration & Finance
Jobs Reporting:	Procurement Specialist, Contract Specialist, Customs Coordinator/Buyer, Procurement Buyer; Assistant Buyer
Salary Grade:	USG 15
Effective Date:	October 2019

Primary Purpose

Responsible for the direction of an effective and efficient, comprehensive campus-wide supply chain operation, and the delivery of related services to support the achievement of the University's strategic goals; directs and facilitates successful operations within the University community and ensures that persons accountable for University acquisitions and contracts (as per Policy 17 and Procedure 1) are operating within compliance requirements; acts as gatekeeper for negotiating and managing risk through University acquisitions of products, services and property.

Key Accountabilities

Provides forward-thinking and strategic supply chain direction

- Development, implementation and monitoring of the department's strategic plan according to the University's mission, values, philosophy, and culture of the University of Waterloo
- Risk Management for the University arising from the contractual acquisition of goods and services, property and franchise leases, and all related compliance obligations.
- Oversees and enforces policy compliance
- Sustains quality and entrenches innovation to improve processes and services
- Provides strategic advice and support to the Vice President, Administration and Finance, and other senior administration and Deans.

Determines departmental strategy for development and implementation of a comprehensive supply chain operation

- Ensure the acquisition of goods and services in a professional, ethical, efficient and transparent manner;
- Execution and management of contracts that fall under Procurement & Contract Services' responsibility as per University of Waterloo Procedures re: University Contracts;
- Professionally administers high risk/value or politically sensitive services from suppliers;
- Adherence to external regulatory framework, including but not limited to the Broader Public Sector Procurement Directive, International trade agreements, FIPPA, safety regulations, and Accessibility for Ontarians with Disabilities, etc.;
- Ensures procurement support of internal procedures, including but not limited to research compliance, signing authority, asset protection, research/ethics, acquisition of hazardous substances and Controlled Goods, etc.
- Responsible for the import and export of goods process on behalf of the University;
- Support of the procurement module and its integration with the financial system (Unit4);
- Direct and lead market research and negotiation strategies, programs, and best practice activities;

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- Identifies trends for proactive rather than reactive response;
- Engages in collaboration and partnership;
- Support of the University's Strategic Plan;
- Advocates thoroughness and accuracy for legal scrutiny;
- Ensures programs are managed according to financial requirements and within budget.
- Represent the University on external business boards, committees, etc. (CAUBO, OUPMA, OECM committee, etc.).
- Responsible for human resource management including succession planning - recruitment, retention, and knowledge transfer of staff within the department.

Oversees direction for Procurement & Contract Services

- Ensures Procurement & Contract Services serves as a resource that is professional, responsive, reliable, courteous, effective and efficient;
- Ensures that services offered to the campus are proactive and add value;
- Develop and monitor appropriate procurement strategies;
- Provide high level, expert negotiation and dispute resolution skills;
- Develop and deliver departmental and campus training;
- Facilitate contract administration;
- Provide customs, logistics and tax expertise;
- Direct process for departmental records retention and computer processes;
- Monitors for due diligence and performance using measurement indicators;
- Preparation and implementation of annual and multi-year departmental budgets;
- Oversee and review the administrative structure of the department to ensure that human resources are efficiently and effectively managed; ensuring that staffing structures match strategic needs including prioritization of tasks, strategic workforce planning, and transition planning are taken into account;
- Direct implementation of initiatives and measure achievement of annual plans.

Champions organizational effectiveness and relationship management

- Ensures departments are informed and held accountable in a decentralized environment;
- Resolves concerns with sound judgment, tact, integrity and diplomacy;
- Controls rather than avoids risks associated with creativity and innovation;
- Advises senior administration, department heads and researchers on appropriate protocols and requirements;
- Uses the communication media most appropriate to best connect with community;
- Analyzes needs, develops strategies and implements improvements;
- Provides visible leadership by example reinforcing the mission and culture of the University;
- Champions team spirit cohesiveness, motivation and commitment to customer focused service and continuous quality environment by treating people with respect and trust;
- Uses personal initiative and takes action while multi-tasking initiatives with competing priorities.

Required Qualifications

Education

- Undergraduate degree/diploma related to Business, Commerce and/or Supply Chain Operations
- Professional Procurement Designation(s)

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- Leadership and supervisory training
- Extensive ongoing professional development as required to maintain competency

Experience

- 10-15 years of progressive, rounded expertise with proven track record of achievement managing supply chain operations in a University or similar diverse and publicly funded environment.
- Demonstrated experience negotiating property and/or franchise agreements.
- Experience directing a department with multiple and varying USG level staff reports.
- Advance knowledge and experience interpreting local, Provincial and Federal laws , UW policies and procedures,

Knowledge/Skills/Abilities

- Demonstrated leadership in strategic and critical thinking, innovating, evaluating risks and applying sound judgement to decision making.
- Demonstrated ability to make independent decisions and build consensus within a system of collegial governance.
- Expert negotiation, interpersonal, organizational and communication skills.
- Substantive experience with cultivating collaborative relationships with diverse stakeholder groups and senior leadership.
- Strong written, public speaking and presentation skills.
- Ability to lead by example modeling high ethical standards as required by the professional code.

Nature and Scope

- **Contacts: Internal:** Communicates with all members of the University community, including senior leadership, to collaborate, influence and motivate others, and to promote, justify and settle matters that can be at times highly sensitive. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. **External:** Liaises with professional and government regulators and agencies representing the University on matters that are highly sensitive, confidential and critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** Exercises due diligence and complies with legislative and legal requirements. This position is responsible for the provision of expert advice and compliance with public procurement obligations for the University as per Policy 17. Manages confidential information and must exercise sound judgment, tact, and an unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle practical and emotional concerns of varying degrees and complexity.
- **Decision-Making Authority:** This position ensures that all policy, regulations and trade agreement requirements are met on behalf of the University. Inappropriate action can lead to disruption to academic/research programs and campus services while damaging the institution's reputation and incurring legal liability to the University. Ability to bind the University with signing authority under Procedure 1 of up to \$200,000. Determines the signing authority for Procurement and Contract Services staff for negotiated supplier contracts.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable physical conditions typical of a senior level position operating within an office environment. Some travel is required. Demands often occur in a politically sensitive environment with a sense of urgency attached.
- **Working Environment:** Work hours and locations throughout the year are normally conducted during Monday to Friday; however, occasional variance to respond to events is expected, including weekends.