



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00554</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Senior Procurement Specialist</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Purchasing</b>		

## General Description

Responsible for identifying and implementing cost-saving opportunities through the application of total cost management and business process improvements with external suppliers. Oversees the supplier selection process, negotiates contracts and provides on-going contract administration.

## Representative Duties & Responsibilities

- Procure materials, supplies, equipment, and services in the most cost-effective manner for the University.
- Negotiate and develop contracts for large supply, equipment, and systems acquisitions.
- Develop, implement and evaluate the University's contractual requirements.
- Prepare and develop bid documents adhering to University guidelines.
- Obtain competitive proposals on commodities in compliance with department policies and guidelines, government regulations, and laws that govern purchasing practices.
- Collaborate with clients to review and analyze competitive bid documentation, quotations, tenders and purchase awards and establish consensus among evaluators relating to award recommendations.
- Ensure supporting purchase documentation is in place to address accountability and audit inquiries.
- Liaise with and interview suppliers in an effort to improve levels of existing service and to develop and establish new sources of supply.
- Provide supply chain advice and recommendations to others.
- Provide strategic oversight concerning partnership relationships with suppliers including the development of new partnerships, and growth of existing partnerships.
- Develop and maintain working knowledge of the department's activities, priorities, and procurement needs in teaching, research, and facilities.
- Promote the services of Supply Chain Management and act as an effective resource for addressing supply management issues.
- Develop estimates of time and resources required for a variety of events and activities.
- Act as a liaison between Supply Chain Management, suppliers, and client departments.
- Identify procedures and system improvements encountered through the daily work process and recommends how the University can incorporate these improvements into practice.
- Remain current with Case Law and changes in the contractual environment, which may have an impact on the University business arrangements.
- Interpret contracts and provide advice and guidance to others as required.

## Supervision

- Provide direction to others in how to carry out work tasks.
- Provide orientation and show procedures to others.

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## Qualifications

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- Bachelor's degree in Business Administration or related field.
- Completion of the Purchasing Management Association of Canada Certified Professional Purchasers program.
- Requires 6 years of relevant experience, including 3 years of relevant work experience required for the Purchasing Management Association of Canada designation.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence, forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Procuring materials, supplies, equipment, and services in the most cost-effective manner for the University.
  - Preparing and developing bid documents adhering to University guidelines.
  - Obtaining competitive proposals on commodities in compliance with department policies and guidelines, government regulations, and laws that govern purchasing practices.
  - Collaborating with clients to review and analyze competitive bid documentation, quotations, tenders and purchase awards and establishes consensus among evaluators relating to award recommendations.
  - Liaising with and interviewing suppliers in an effort to improve levels of existing service and to develop and establish new sources of supply.
  - Acting as a liaison between Supply Chain Management, suppliers, and client departments.
  - Identifying procedures and system improvements encountered through the daily work process and recommending how the University can incorporate these improvements into practice.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Negotiating and developing contracts for large supply, equipment, and systems acquisitions.
  - Developing, implementing, and evaluating the University's contractual requirements.
  - Providing strategic oversight concerning partnership relationships with suppliers including the development of new partnerships, and growth of existing partnerships.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with competing requests and simultaneous deadlines.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

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JD #:	<b>JD00554</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Senior Procurement Specialist</b>	Total Points:	<b>566</b>
Job Family:	<b>Purchasing</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.5</b>	94
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>E4</b>	104
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>3.5</b>	55
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5