



## **IDENTIFICATION**

| <b>Department</b>      | <b>Position Title</b>         |                                |
|------------------------|-------------------------------|--------------------------------|
| Finance                | Senior Procurement Specialist |                                |
| <b>Position Number</b> | <b>Community</b>              | <b>Division/Region</b>         |
| 15-0278                | Yellowknife                   | Procurement Shared Services/HQ |

## **PURPOSE OF THE POSITION**

The Senior Procurement Specialist works as a key member of the Procurement Shared Services team in providing professional and valued added services in the procurement of goods and services on behalf of departments, boards and agencies throughout the GNWT (Government of the Northwest Territories), along with expert advice on tendering, contracting, contract administration and contract management.

## **SCOPE**

The GNWT's objectives for contracting are to acquire goods and services in a way that guards against and mitigates risk, enhances suppliers' access to contracts, understands the market, encourages competition, supports benefits for northern businesses and reflects fairness, transparency, and integrity in the spending of public funds.

The GNWT Procurement Shared Services (PSS) is responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies, and will include operational offices in Yellowknife and the regional centres. Under the shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. In addition, the GNWT's contracting and procurement activities must be transparent and open to public scrutiny often with a high degree of political sensitivity, as such, it is imperative PSS activities are completed in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

The PSS organization is responsible for managing approximately \$90 - \$100 million annually in contract and procurement activities originated by GNWT departments, boards and

agencies.

Located in Yellowknife and reporting to the Manager, Procurement Shared Services, the Senior Procurement Specialist is responsible to provide efficient, effective and professional procurement and contracting services for all GNWT departments supported by the GNWT's Procurement Shared Services function, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

There will be 1-2 Procurement Specialists who directly report to the Senior Procurement Specialist, providing professional procurement services and support on behalf of client departments, boards and agencies throughout the NWT.

Working in a Procurement Shared Services team environment, the incumbent participates in the development and implementation of policies, systems and procedures to ensure professional, fair and consistent tendering and awarding of contracts and that the process is carried out in a controlled manner with due regard for risk management. This includes providing expert advice to client departments, boards, and agencies on the proper contracting processes, providing contract management support, and providing training and guidance to Procurement Specialists.

Procurement activities and providing contract advice impact upon the legal risk management and finances of the GNWT. Failure to provide accurate advice and procure in an appropriate manner can result in significant risk of liability under Canadian procurement law and/or financial losses and political embarrassment to the GNWT.

## **RESPONSIBILITIES**

### **1. The Senior Procurement Specialist provides expert advice, consults with and maintains effective communications and working relationships with client departments, boards and agencies throughout the Northwest Territories (NWT), in providing professional procurement services on their behalf.**

- Analyzes client department procurement requirements;
- Provides expert advice to client departments, boards and agencies on the most appropriate method (competitive, negotiated, sole source, Standing Offer Agreements (SOA), Request for Proposals (RFP)) of procuring goods and services on the clients behalf, based on interpretation and assessment of established policies, practices, experience and in accordance with all legislation, GNWT policies, procedures, and initiatives;
- Develops procurement plans in collaboration with the client departments on complex, sensitive, political or high valued projects;
- Collaborates and liaises with program managers and officers in other departments, boards and agencies in providing professional procurement services;
- Engages clients in the development of tenders and Request for Proposals to ensure that clients receives quality services and/or goods as required;
- Participates in creating, and provides expert advice in the development of RFP's and chairs the evaluation process of proposals with client departments;

- Collaborates with client staff and with other departments, boards and agencies to identify improvements and rectify problems with contracting issues;
- Provides expert advice and support to clients on contract management issues and dispute resolution;
- Maintains open communication with client departments during the procurement process to ensure client satisfaction,
- Meets with client departments on a regular basis to assess the level of services being provided;
- Mediates and rectifies disputes between clients and suppliers/contractors; and
- Responds to inquiries from client departments concerning the level of service provided by vendors and contractors on contracts, SOA's, bulk purchases or purchases.

**2. Responsible for providing direction, guidance, support, and training and assigning work to Procurement Specialists in providing professional procurement services for various departments, boards and agencies throughout the NWT.**

- Provides training and expert advice and support to procurement specialists on contracting, tendering, procedures and policies;
- Coordinates and monitors the distribution of work for the professional procurement officers within the Procurement Shared Services environment;
- Completes the purchase of good and services for client departments, boards and agencies or assigns the work to other purchasing professionals as required;
- Assists and provides guidance in preparing and developing tenders, RFP's, contracts and SOA's;
- Assists with and provides support for negotiations of high value contracts;
- Assists in resolving contract disputes in order to avoid litigation and political embarrassment;
- Ensures the procurement of goods and services are meeting or exceeding client expectations in accordance with established service level agreements with client departments;
- Monitors procurement performance goals and measurements to continually improve the level of service provided to client departments, boards and agencies;
- Provides acknowledgement and feedback to resources as appropriate (complete performance evaluations on an annual basis and required follow up);
- Assists in staff hiring as required; and
- Initiates and follow through with disciplinary action in a positive and constructive manner as required;

**3. Plans, organizes and conducts professional procurement services of a diverse range of goods and services on behalf of various client departments, boards, agencies and community governments in a procurement shared services environment.**

- Determines the best and most effective method (competitive, negotiated, sole source, SOA, RFP) of procuring goods and services for the client in accordance with all legislation, GNWT policies, procedures, and initiatives;

- Responsible for organizing and procuring of goods and services for various departments, boards and agencies throughout the NWT; many projects run concurrently with varying degrees of complexity;
- Ensures requisitions are properly authorized with regard to Financial Authorities and funds are committed prior to initiating the contract;
- Examines contract demands and purchase requisitions with program managers;
- Provides professional purchasing services in accordance with GNWT policies, directives and guidelines;
- Prepares appropriate tender, Request for Proposals and contract documentation;
- Prepares and/or provides expert advice and assistance on the development of proposals and tenders for generally high value or politically sensitive services;
- Prepares evaluation criteria in collaboration with client departments and chairs or participates in RFP evaluations process to ensure that process is fair. This involves persuasion, negotiation and provision of expert advice and guidance and influencing decisions relating to high value, politically sensitive contracts;
- Responsible for any negotiations and/or arbitration of complex, politically sensitive and large volume contracts;
- Coordinates and monitors contract tendering and request for proposals for goods and services;
- Evaluates and awards tenders to the lowest responsive, responsible bidder in accordance with the specifications, terms and conditions of the tender, legislation, GNWT policies, procedures, and initiatives;
- Obtains proof-of-delivery from and approving payment to vendors;
- Assists with and provides support for negotiations of high value contracts;
- Assists in resolving contract disputes;
- Monitors procurement performance goals and measurements to continually improve the level of service provided to client departments, boards and agencies; and
- Monitors the contracting, tendering, purchasing process to ensure accuracy and consistency are maintained.

**4. Plans, organizes and conducts the procurement of centralized bulk purchases and complex, high volume and commonly used goods and services by:**

- Collaborating with departments and other procurement professionals to identify commodities and services that may be procured utilizing bulk purchases or SOA's
- Establishing SOA's for complex, high volume and commonly used goods and services for Government of the NWT departments, boards and agencies;
- Developing and preparing bulk purchases and SOA's for complex, high volume and/or commonly used goods and services (e.g. computers, advertising);
- Collaborating with client departments, boards and agencies and contractors to identify improvements and rectify problems with established SOA's;
- Providing ongoing contract administration and support for all established SOA's including value and vendor analysis and ensuring all necessary insurance's and documentation have been received;
- Maintaining vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for SOA's

- Evaluating and renewing existing Standing Offer Agreements prior to expiry;
- Ensuring all required documents are provided and approval processes followed prior to initiating bulk purchases;
- Ensuring proof of delivery is obtained prior to approving payment on bulk purchases for the Department; and
- Monitoring the usage of SOA's and bulk purchases through reports.

**5. Develops and maintains effective communications and working relationships with suppliers and contractors and maintains a comprehensive knowledge of the industrial sector to ensure adequate sources of supply by:**

- Liaising with suppliers in areas of government policies, regulations and procedures, as necessary;
- Expediting deliveries with suppliers and provides clients with updated order information/status;
- Interviewing sales and account representatives regarding material availability, new products and sources of supply;
- Mediating and rectifying disputes or issues with suppliers;
- Seeking sources and alternate sources of supply through trade directories, internet, manufacturers, and suppliers;
- Communicating with suppliers on awards, bidder's meeting, and other procurement related questions; and
- Debriefing unsuccessful proponents on their proposals in regards to providing them feedback on where they did well, where their proposal was weak, and how they could improve future proposals.

**6. Tracks, records and reports on contract decisions for procurement services provide on behalf of client departments, boards and agencies.**

- Prepares and maintains complete records of contracts, contractors and consultants;
- Researches, analyzes and develops standardized forms, letters, contracts and tender document frameworks, transmittals and tender data forms to facilitate the contracting process;
- Maintains appropriate system records and report contract activity; and
- Provides the contracting information necessary for annual reports on the public accounts, statistical contract information local and northern involvement.

**7. Safeguards the interest of the GNWT and the public.**

- Establishes procedures for the orderly resolution of contracting disputes;
- Coordinates all formal contract claims and contract related litigation action against the departments when required;
- Reviews and analyzes the substance of cases with the project staff on specific cases and give advice as appropriate;
- Consults and coordinates cases with expert legal and financial advice;
- Prepares reports and makes recommendations; and
- Identifies and makes recommendations to improve operational efficiency in all areas of materials management/logistics activities.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Some travel to other communities may be required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand, interpret and implement policies, contract regulations and procedures;
- Technical knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to work with people in an effective, tactful manner;
- Knowledge of generally accepted accounting principles (GAAP);
- Ability to analyze and evaluate contracting issues and legalities; and
- Ability to plan, schedule and assign work, and evaluate the performance of subordinate staff.

### **Typically, the above qualifications would be attained by:**

Achieving Purchasing Management Association of Canada (PMAC) Level 4 status, or equivalent level with the National Institute of Governmental Purchasing (NIGP), or

A Diploma in Commerce or Business Administration and 5 years of progressive experience in supply chain management, procurement, contract management and administration.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred