



IDENTIFICATION

Department	Position Title	
Finance	Manager, Procurement Shared Services	
Position Number	Community	Division/Region
15-14012	Yellowknife	Procurement Shared Services/HQ

PURPOSE OF THE POSITION

The Manager, Procurement Shared Services (PSS) provides support, leadership and manages a team of professional procurement positions in the delivery of procurement and contract support services to Government of Northwest Territories (GNWT) client departments, boards and agencies throughout the Northwest Territories (NWT) in a PPS environment.

SCOPE

Located in Yellowknife and reporting to the Director, Procurement Shared Services, the Manager, PSS is responsible for managing the procurement and contracting activities for all GNWT departments processed within the PSS function of the Department, in accordance with GNWT legislation, procurement policies, procedures and industry best practices.

The position is also responsible for development and maintenance of operational policies and procedures associated with PSS and will represent the Department of Infrastructure on related interdepartmental and intergovernmental committees.

With implementation of the PSS function in the Department, the new organization is responsible for managing approximately \$90 million annually in contract and procurement activities originated by GNWT departments.

This position oversees procurement positions of various levels with a fully regionalized Procurement Shared Services model.

The Manager, Procurement Shared Services will be responsible to ensure procurement and contracting activities are compliant with applicable GNWT Legislation, including the

application of the Business Incentive Policy (BIP), procurement and contracting policy, procedures, guidelines and laws of contracting. Procurement positions and activities impact upon the legal risk management of the GNWT, as failure to procure in an appropriate manner can result in significant risk of liability under Canadian procurement law.

RESPONSIBILITIES

1. Manages, directs, supports and assigns the work to procurement professionals in tendering, contracting and purchasing processes for procurement of goods and services on behalf of client departments, boards and agencies in a PSS environment.

- Provides training and expert advice and support to procurement professionals on contracting, tendering, procedures and policies ;
- Assigns work to procurement professionals on behalf of client departments, boards and agencies;
- Develops procurement procedures in a shared services environment and develops methods to facilitate effective contracting consistent with regulatory, legal and professional requirements.
- Ensures the procurement of goods and services are meeting or exceeding client expectations in accordance with established service level agreements with client departments.
- Develops, Implements and monitors procurement performance goals and measurements to continually improve the level of service provided to client departments, boards and agencies
- Supports the development, negotiations, arbitration and contract management of complex, politically sensitive and large volume contracts.
- Delivers a central quality assurance/accountability function on behalf of client departments, boards and agencies to ensure contracting activities comply with all contract law, all government (GNWT & Federal) policies, acts regulations, policies, procedures and legal requirements are followed in the tendering and contracting process.
- Coordinates and monitors contract tendering and request for proposals for goods and services.
- Develops request for proposals, evaluation criteria and oversees RFP evaluations with client departments.
- Assigns to other purchasing professions and/or completes the purchase of good and services for client departments, boards and agencies.
- Assigns and or develops Standing Offer Agreements (SOA) for goods and services for and on behalf of client departments, boards and agencies.
- Monitors the contracting, tendering, purchasing process to ensure accuracy and consistency are maintained.
- Prepares and/or provides expert advice and assistance on the development of proposals and tenders for generally high value or politically sensitive services.
- Assists with and provides support for negotiations of high value contracts.
- Assists in resolving contract disputes so as to avoid litigation and political embarrassment.

- Provides litigation support as needed.
 - Assigns and/or assists and/or participates in the evaluation of complex proposals for client department, which involve persuasion, negotiation and provision of expert advice and guidance, influencing decisions relating to high value, politically sensitive contracts.
- 2. Manages the procurement professionals in the Shared Services environment to ensure they have the training, tools and information required to deliver quality procurement services to client departments, boards and agencies in an efficient and effective manner.**
- Ensure employees have access to necessary systems, resources, supplies, equipment and information.
 - Ensure staff are oriented to the workplace including internal processes, procedures and relevant policies
 - Develops and monitors annual employee performance objectives.
 - Identifies cross-training and professional development opportunities for staff.
 - Provides acknowledgement and feedback to employees as appropriate through performance review process
 - Coaches and mentors staff to help maximize team performance
 - Coordinates and assists in staff recruitment activities as required.
 - Initiate and follow through with disciplinary action in a positive and constructive manner as required.
- 3. Provides expert advice, support and guidance to client departments on contract management activities.**
- Provides advice and support to client departments, boards and agencies on contracting, tendering, procedures and policies;
 - Assists in resolving contract disputes so as to avoid litigation and political embarrassment.
 - Provides litigation support as needed.
 - Provides advice and guidance to support departments in day to day contract management issues, when requested.
- 4. Provides operational training to staff and other Departments, Agencies and Communities to facilitate professional staff development.**
- Develops training materials.
 - Presents formal and informal training programs and seminars to contracting and operational staff.
- 5. Provides operational assistance, advice and direction to client departments, Boards, Agencies and community governments in materials management/logistics functions. (Disposals, traffic management, mail services, distribution, air charters, sealift/resupply, warehousing).**
- Responds to client requests for information and assistance.
 - Conducts internal operational and systems reviews.

- Develops related policies, procedures and training programs.

6. Represents the Department on related interdepartmental and inter-governmental committees and working groups.

- Participates on the BIP Preference Advisory Committee as the Department's representative. This committee advises the Senior Management Preference Committee (Deputy Ministers) on politically sensitive issues related to the denial or termination of benefits to northern businesses.
- Participates on other Committees as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of procurement theory and principles to develop strategic objectives and policy for the GNWT, to assess the Implications of trade agreements and treaties on and for the GNWT and to provide expert advice.
- Knowledge of contract administration theory and principles to develop and interpret governing authorities and assess the implications of trade agreements and treaties on and for the GNWT and assess the legal implications of procurement instruments or practices.
- Knowledge about the application of procurement and contract administration theory and principles in a public sector setting to manage and direct procurement activities and provide expert advice.
- Interpersonal skills, Including dispute resolution skills to Interact constructively with GNWT officials and decision-makers and suppliers/service contractors.
- Oral and written communication skills to communicate effectively at all required levels.
- Knowledge of computer applications such as word processing, spreadsheets, data base and large scale enterprise systems to operate in a computerized office environment.
- General knowledge of web site applications to direct the development of a web site for suppliers and the general public.

- Effective supervisory skills, including assigning work and maximizing employee performance to build a positive client service environment.

Typically, the above qualifications would be attained by:

Certification in Business Administration and post-secondary Supply Chain Management Professional designation with 10 years progressively related experience in a public sector procurement/contracting setting with a minimum of 5 years of effective supervisory skills.

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