



IDENTIFICATION

Department	Position Title	
Finance	Senior Procurement Specialist	
Position Number	Community	Division/Region
15-14545	Fort Smith	Procurement Shared Services / South Slave

PURPOSE OF THE POSITION

The Senior Procurement Specialist works as a key member of the Procurement Shared Services team by providing professional and valued added services in the procurement of goods and services on behalf of departments, boards, and agencies throughout the Government of the Northwest Territories (GNWT).

SCOPE

The GNWT's objectives for contracting are to acquire goods and services in a way that guards against and mitigates risk, enhances vendor 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 Division (PSS) is responsible for providing a range of contracting and procurement services for GNWT Departments, Boards and Agencies. PSS operates a headquarters office in Yellowknife as well as offices in regional centres. Under the shared services model, these responsibilities must be fulfilled for each client, often with 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 that PSS activities are completed in accordance with trade agreement obligations, legislation, procurement policies, guidelines, procedures, and industry best practices.

PSS is responsible for the procurement of goods valued \$25,000 and over, and services valued \$10,000 and over, for the various GNWT departments, boards, and agencies.



Located in Yellowknife and reporting to the Manager, Procurement Shared Services, the Senior Procurement Specialist is responsible efficient, effective, and professional procurement and contracting services for all GNWT clients that are supported by the PSS office.

There may be 1-3 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 the professional, fair, and consistent administration of government contracts. 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.

The activities and duties of the incumbent have a direct impact on the finances and risk management of the GNWT, and a failure to appropriately administer a procurement process can result in significant legal and financial risks for the government.

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.

- Analyzes client department procurement requirements.
- Provides expert advice to client departments, boards, and agencies on the most appropriate methods of procurement (competitive, negotiated, sole source, Standing Offer Agreements (SOA), Request for Proposals (RFP, Request for Tenders).
- 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 to provide professional procurement services.
- Engages clients in the development of procurement documents to ensure that clients receive quality services and/or goods as required.
- Participates in the development of RFP's and leads the process for the evaluation of proposals with client departments.
- Collaborates with clients to identify potential improvements.
- Provides expert advice and support to clients on contract management issues and dispute resolution.
- Maintains consistent communication with client departments during the procurement process.



- Meets with clients on a regular basis to ensure appropriate service levels.
 - Assists with the resolution of disputes between clients and suppliers/contractors.
 - Leads the negotiation of contracts in consultation with clients and, when required, legal counsel.
 - Assists clients with vendor performance matters.
- 2. Responsible for providing guidance, support, and training for direct reports.**
- Provides training and expert advice and support to Procurement Specialists on contracting, tendering, and procurement procedures and policies.
 - Effectively allocates work to team members.
 - Ensures the services provided by team members are meeting or exceeding client expectations.
 - Promotes the proactive development of skills and capabilities and provides mentoring support to staff.
 - Monitors the performance of team members and sets appropriate performance goals and measurements.
 - Assists with the recruitment of team members.
 - Initiates and follows through with disciplinary action in a positive and constructive manner.
- 3. Plans, organizes, and conducts the procurement of centralized bulk purchases and complex, high volume and commonly used goods and services by:**
- Collaborating with clients and other procurement professionals to identify commodities and services that may be procured utilizing bulk purchases or Standing Offer Agreements.
 - Developing and preparing bulk purchases and Standing Offer Agreements for complex, high volume and/or commonly used goods and services (e.g. computers, advertising).
 - Providing ongoing contract administration and support for all established Standing Offer Agreements including value and vendor analysis and ensuring all necessary documentation have been received.
 - Maintaining vendor/commodity files and/or specifications on sources of supply, costs, delivery, vendor performance and quality requirements for Standing Offer Agreements.
 - Evaluating and renewing existing Standing Offer Agreements prior to expiry.
- 4. Develops and maintains effective communication 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 providing clients with updated order information/status.



- Interviewing sales and account representatives regarding material availability, new products, and sources of supply.
- Seeking sources and alternate sources of supply through trade directories, internet, manufacturers, and suppliers.
- Communicating with suppliers on contract awards, bidder or proponent meetings, and other procurement related questions.
- Debriefing unsuccessful proponents on their proposals by providing them feedback on where they did well, where their proposal was weak, and how they could improve future proposals.

5. Tracks, records, and reports on contract decisions for procurement services provided on behalf of client departments, boards, and agencies.

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

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There are high client expectations regarding quality and timely completion of procurement processes. The position will be under pressure to deliver projects on time, while understanding and managing the need for consistent client and end-user collaboration throughout the procurement phase. The position may deal with upset vendors from time to time, which can create stressful situations.



KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand, interpret and implement policies, contract regulations and procedures.
- 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 and tactful manner.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of Canadian contract law principles.
- Ability to analyze and evaluate contracting issues and legalities.
- Ability to plan, schedule and assign work, and evaluate the performance of subordinate staff.
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
- Knowledge of Enterprise Resource Planning systems.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma in Commerce or business, with 3 years of relevant experience.

Equivalent combinations of education and experience will be considered.

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