

## IDENTIFICATION

Department	Position Title	
Aurora College	Purchasing and Contracts Manager	
Position Number	Community	Division/Region
91-122	Fort Smith	Corporate Services & Administration

## PURPOSE OF THE POSITION

The Purchasing and Contracts Manager is responsible for contracting/procurement activities across all Aurora College divisions, including the administrative records management system, to ensure cost-effective and compliant purchasing from suppliers.

## SCOPE

Aurora College is a multi-campus institution designed to provide a wide variety of educational services to adult learners of the Northwest Territories (NWT). The programs are directed specifically to the northern environment and the needs of individual northerners, the workforce, and northern communities. To accomplish this, courses and services are delivered at campuses and community learning centers throughout the NWT. Through the work of the Aurora Research Institute, the College is also responsible for the facilitation and preparation of research activity in the NWT.

The Purchasing and Contracts Manager ("Manager") is located in Fort Smith and reports to the Director of Finance/CFO. The Manager oversees and provides purchasing and contract services for the four divisions, three campuses, and all regional community learning centres at Aurora College.

The incumbent is expected to ensure that policies and procedures are followed in the procurement and purchase of goods and services. The incumbent is also expected to purchase goods and services in a timely and cost-effective manner while ensuring that the College receives good value in return. The incumbent is expected to develop and maintain working relationships with suppliers.

The total value of goods and services purchased by Aurora College on an annual basis is approximately \$7,500,000.00. Purchasing of buildings and lease agreements are outside the

scope of this role.

The Purchasing and Contracts Manager is one of four positions reporting to the Director of Finance/CFO, however, this position works independently of other finance positions. The incumbent is given significant latitude to interpret policies and procedures and is responsible and accountable for purchasing and procurement activities. The incumbent has \$60,000 purchase limit on VISA card and signing authority of up to \$10,000 on Operations and Maintenance and for approved contracts.

## **RESPONSIBILITIES**

**1. Directs, develops, and evaluates purchasing tender documents, requests for proposals, terms of reference, and expressions of interest.**

- Identifies material needs, consults with faculty/staff, and recommends the most appropriate methods for the purchase or procurement of goods and services; contract substitutions, additions, or deletions; document specifications; evaluation criteria,
- Develops requests for proposals and terms of reference.
- Coordinates public tender/proposal openings.
- Provides advice and assistance to vendors and contractors regarding the procurement and tender processes.
- Evaluates all tenders and proposals with the applicable College faculty, and staff.
- Evaluates sole source contracts to ensure compliance with Aurora College, GNWT, and Canada Revenue Agency policies and procedures.
- Negotiates contracts agreements with suppliers and distributors.
- Communicates with vendors/contractors who are successful/unsuccessful in contract tender bids.
- Develops and maintains working relationships with suppliers.
- Responds to all vendor inquiries regarding services and goods provided to the College.

**2. Delivers contracting services and support.**

- Develops standardized contracts for approval within the College.
- Prepares contracts and reviews draft contracts.
- Terminates contracts, when necessary, ensuring appropriate documentation and follow up has taken place.
- Ensures that all contract and purchasing documents are complete and signed by appropriate authorities.
- Develops and maintains a renewal schedule for repetitive and/or multiyear contracts.
- Reviews requisitions to ensure the adequacy of purchase information and data related to specifications, inspections, delivery, and special requirements.
- Approves and issues purchase orders within delegated signing authority.
- Administers and monitors contracts including inspections, shipment, and payment.
- Monitors shipping and delivery of goods and services and follow up when problems occur.
- Maintains the College's purchase order system.
- Reviews all outstanding purchase orders and contracts against financial commitment reports and make corrections as necessary.

- Monitors and renewals the long-term equipment leases, servicing leased equipment and prepares year end documentation for these long-term commitments.
- Documents and provides advice on contract performance issues and contacts contractors to ensure compliance.

**3. Develops and monitors procurement compliance procedures.**

- Complies with all institutional policies and applicable legislation.
- Drafts purchasing and contracting procedures/practices for approval by the Director of Finance/CFO in compliance with GNWT policies and procedures.
- Coordinates all air charter requests to ensure GNWT aircraft charters are in accordance with the Directives and the applicable Government procurement policies.
- Monitors the purchasing activity of all College employees who are assigned visa cards, to ensure purchases are in accordance with College and GNWT procurement policy and procedures.
- Delivers training and orientation sessions for faculty/staff and other College personnel on purchasing and contracting policies and procedures.

**4. Maintains the records management system and associated processes.**

- Coordinates the transfer of records to the Records Storage Centre location off site.
- Ensures that purchase order files and contract files are maintained.
- Maintains contract files for audit purposes.
- Trains College staff on the Records Management System.
- Prepares and maintains the Purchasing and Contracts Manager procedure manual.

**5. Prepares reports & supports projects.**

- Upon request, creates reports, analyses, budgets, and/or briefings in support of the department's operations.
- Provides input and pertinent information to others for new projects, initiatives, and future training plans as required.
- May undertake special projects, as assigned by the Director of Finance/CFO
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others.

**6. Contributes to the effectiveness, safety, and reputation of the College.**

- Acts as an ambassador by promoting Aurora College's programs and image.
- Escalates safety concerns to supervisor.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.
- Supports recruitment and onboarding of new staff, upon request.

## **WORKING CONDITIONS**

### **Physical Demands**

Occasional lifting of heavy items, such as boxes of records weighing less than 30lbs, is required.

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of procurement, purchasing, contracting, tendering, and proposal evaluation.
- Knowledge of supplier relations/management, contract law, negotiation planning, cost-value analysis, and operations management.
- Knowledge of records management and financial administration legislation, policies, procedures, and methods.
- Knowledge of northern and southern sources of supply.
- Knowledge of computerized financial and purchasing systems
- Skills in word processing, spreadsheets, e-mail, and database systems.
- Skills in interpreting/analyzing data and the preparation of specifications, reports, and contracts.
- Skills in negotiation, budgeting, and financial management.
- Ability to develop and monitor contracts, tenders, purchases, standing offer agreements.
- Ability to work with minimal supervision in position with specialized expertise.
- Ability to understand legal documents, such as acts, regulations, and contracts.
- 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 Certified Professional Purchaser (C.P.P.) designation through the Purchasing Management Association of Canada (PMAC) combined with five (5) years of related experience in the procurement field.

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