

POSITION DESCRIPTION

Position Title: Purchasing Director

Division:

Finance

Classification: OSU

Supervisor's Title:

Chief Financial Officer

POSITION SUMMARY

Reporting to the Chief Financial Officer, this senior management position is responsible for providing strategic vision, leadership and direction, administration and fiscal management to the procurement functions within the College.

The Purchasing Director will collaborate closely with internal customers and external parties to meet business requirements while complying with policies, procedures and legislation. They will ensure that total cost of ownership is optimized from product/service lifecycle value.

RESPONSIBILITIES AND ASSINIBOINE COLLEGE ACCOUNTABILITIES

General Accountabilities:

- Strategic and innovative development of procurement within the College that will maximize value for money, achieve organizational goals and meet external and internal compliance through the support and development of best practice across the organization.
- Act as a change agent in leading the implementation of best-in-class centralized procurement strategy by implementing an operating model and governance structure for strategic sourcing that is driven from an organization-wide perspective.
- Analyze program policies, develop plans and guidelines, implement new initiatives and procedures and provide advice and guidance to staff regarding policy interpretation
- Develop and coordinate new policies and procedures regarding procurement processes ensuring that all policies and guidelines regarding corporate procurement initiatives are considered in the purchase of goods and services and actively promote these initiatives.
- Serve as the organization's representative on all procurement issues and procedures
- Provide procurement advice and support for the senior executive team, audit committee and other senior management committees as may be required.
- Evaluate and manage end to end procedures to improve procurement systems, identify synergies and implement best practices and processes to maximize efficiency.
- Manage procurement and cross functional teams with the overall responsibility of consistently achieving cost savings and operational excellence.
- Implement solutions and measure impact to minimize transaction and resource intensive activities.
- Establish and build strong relationships with internal and external customers and other key stakeholders of Assiniboine College.
- Establish centralized strategic sourcing throughout Assiniboine.

Managerial and Human Resource Management:

- Provide direct management and supervision to purchasing staff

RESPONSIBILITIES AND ASSINIBOINE COLLEGE ACCOUNTABILITIES

- Hire, orientate, supervise and conduct performance reviews
- Responsible for the recruitment, selection, direction, motivation and discipline of staff in the various units to ensure maximum performance
- Establish quality and quantity standards, guidelines and monitor workloads and processes

Purchasing Accountabilities:

- Provide leadership, guidance and advice in the management of the purchasing function at Assiniboine within the context of external and internal policies and guidelines.
- Responsible for approving purchasing transactions for Assiniboine as set by policy limits
- Develop all tender specifications, terms and conditions with internal customers for proposals, including the bidding process (e.g. preparation of specifications, evaluation of bids, recommendation of vendors, preparation of agreements etc.) for the purpose of securing goods or service in compliance with policies.
- Ensure all procurement specifications conducive to competitive tendering or when procurement is to be restrictive or non-competitive, ensure adequate justification is provided by the user department.
- Develop evaluation criteria and oversee the evaluation of quotes to determine lowest responsive tender in relation to price, conformance to commodity specification, terms, conditions, etc.
- Recommend the best source of supply, by tender evaluation, application of an existing purchasing agreement or by other approved procedure.
- Responsible for negotiating vendor's price, terms and conditions of agreements and contracts including resolution to purchasing issues.
- Identify products/services through analyzing purchasing patterns, volumes and trends throughout the College to keep abreast of current needs, available vendors, discounts, potential group purchases and any cyclical or seasonal patterns which can be identified and planned for.
- Develop and encourage the use of standard specifications for items performing the same functions in various departments in order to facilitate quantity purchasing.
- Oversee business reviews with the vendors for existing contracts to ensure cost efficiency, vendor performance, etc.
- Review on a continuous basis, methods of procurement used, to determine whether changing conditions warrant different approaches.
- Refer to any potentially contentious issues, and or complaints to Chief Financial Officer.
- Visit user departments/divisions and participate in meetings to discuss problem areas, explain and promote effective purchasing practices and answer questions in the interest of providing effective support, while ensuring appropriate policies and procedures are followed.
- Works with customs brokers to ensure compliance with Canada Customs and Revenue Agency (CCRA) importation rules.
- Knowledge of outside policies. I.e.: MLCC, CSA, Customs

Asset Inventory/Disposal

- Responsible for ensuring that all of Assiniboine's assets are recorded and accounted for accurately, completely and on a timely basis.
- Responsible to ensure that the recommended methods of disposal as per Assiniboine's Policy are adhered to.

RESPONSIBILITIES AND ASSINIBOINE COLLEGEOUNTABILITIES

Records Management

- Ensure purchasing records and information for the purpose of ensuring the availability of documentation are in accordance with statutory requirements and policy.
- Responsible for the implementation of Records Management procedures to ensure controlled and timely transfer of records for semi-active storage, destruction or archival preservation

Contract Management

- Ensure consistent management of all proposals and contracts.
- Provide oversight of the contract management process including development of standards for bidding and submission, contract negotiations and document management.
- Allocate the award of contracts competitive and non-competitive purchases.
- Administer contracts including the arranging for inspection, special shipment, payment, customs clearance and warranty requirements.
- Review and resolve contractual problems such as product substitution, delinquent deliveries and inferior quality products to ensure College requirements are consistently being met.

KEY RELATIONSHIPS

Staff Positions Directly Supervised 1 _____

Staff Positions Indirectly Supervised _____

Other Key Relationships:

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Have relevant education and appropriate accreditation with relevant local, provincial and/or national supply chain/procurement associations (e.g., SCMA) or equivalent.
- Minimum 5 years supply chain business experience that includes complex sourcing, supplier management as well as contract management experience or equivalent combination of education and experience.
- Minimum 2 years' experience in supervisory role
- Be progressive, innovative and have excellent organizational and management skills, a strong financial management background and knowledge of business practices relating to procurement and supply chain management
- Experience with change management practices

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Experience in developing sourcing strategies and documents, negotiations, contract management and supplier relationship management
- Demonstrated ability to solve problems at a senior level within a large organization (preferably post-secondary) with good analytical, interpersonal and communication skills.
- Proficiency in report writing, financial management, team building, budget management and human resources within an integrated computerized setting
- Self-motivated with strong time management and organizational and problem-solving skills
- Knowledge of all relevant federal, provincial and local regulatory requirements surrounding procurement and supply chain

Employee's Signature

Date

Supervisor's Signature

Date