1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991929</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Senior Procurement Advisor</td>
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<tr>
<td>Department</td>
<td>Purchasing Services</td>
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<td>Reports to</td>
<td>Director, Purchasing Services</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct: 0</td>
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<tr>
<td>Classification Level</td>
<td>SG14</td>
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<tr>
<td>Last Updated</td>
<td>November 2018</td>
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2. Position Summary

Purchasing Services serves a diverse client base that includes administrators, faculty, and world-renowned researchers. The department supports the procurement requirements of UVic and includes conducting large-scale procurement initiatives and negotiations, advising faculty and staff for mid-scale purchases, and processing of day to day supply requisitions.

The University environment requires the navigation of public procurement compliance requirements, ever-changing markets, and innovative research purchasing needs in order to provide procurement service excellence.

The Purchasing Services department plays a pivotal role in the development and implementation of procurement strategies for key supply categories. Categories are in the areas of: Research Equipment, Information Technology, Construction, and General Services.

The Senior Procurement Advisor’s overall responsibility is to research, plan, compete, and implement new and enhanced supply agreements. This involves leading procurement projects in support of UVic research and administration goals and acting as the primary subject-matter expert in procurement issues and key supply categories. Defining new processes, requirements, and priorities for UVic Purchasing Services, and ensuring the quality of supply contracts are integral to the success of the role.

3. Key Responsibilities and Expectations

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<tr>
<th>Key Responsibilities</th>
<th>% of time</th>
<th>Expectations</th>
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| Manage Major Procurement Projects – 50% | • Conducts end-to-end public procurement competitions, negotiates contracts, and makes award recommendations  
• Leads cross-functional teams in strategic sourcing initiatives, primarily dealing with senior faculty and administrators; projects may include highly technical specifications and processes  
• Manages day-to-day functional duties of these strategic sourcing teams, and briefs senior administrators on current procurement initiative issues  
• Facilitates information- and requirements-gathering sessions with project owners and stakeholders.  
• Conducts research and analyses to determine the feasibility, scope, overall procurement strategy, implementation schedule, and methodology that will deliver significant cost savings in given |
| Define new processes, requirements, functionality and priorities for UVic procurement – 20% | Works with researchers, senior administrators, and committees to identify, research, and adopt new and enhanced procurement processes  
Analyze complex spend and market data to identify sourcing opportunities. Consults clients to analyze supply requirements and provide recommendations to senior administrators  
Influences, shapes, and aligns procurement initiatives across the university, where appropriate, to get the best responses from the marketplace; recommends changes as needed  
Creates procurement plans providing the greatest benefits with the lowest risk and optimal total cost of ownership  
Analyzes current and emerging issues which may impact purchasing practices, including trends which have short- and long-term impact on UVic research and operations |
|---|---|
| Manage and ensure quality of supply contracts – 15% | Negotiates and manages major contracts as required  
Coordinates contract renewals and amendments and manages remediation of issues  
Works with academic and administrative units to develop comprehensive procurement plans  
Initiates project processes as required  
Obtains sign-offs by senior administrators  
Interacts with major suppliers and contractors to keep current with market conditions, market structures, service and supply contractual performance  
Assists clients in the resolution of supplier performance and vendor management issues |
Coordinate, implement and execute updates of procurement processes to meet provincial, federal and University statutory requirements – 15%

- Reviews relevant statutory requirements for changes that may require updates to public procurement processes
- Identifies potential changes and makes recommendations to senior administrators
- Solicits feedback from statutory bodies to ensure that compliance is maintained
- Provides leadership, coaching, and mentoring to develop procurement skills and build capacity within the Purchasing Services team

4. Classification Factors:

**Problem-Solving:**
This position regularly requires in-depth analyses of complex and unique procurement problems, as well as creative and strategic thinking to arrive at solutions that are unanticipated. Extensive investigation is required to conceive new sourcing strategies, procurement methods, and related policies and procedures. Strong procurement skills may be required to understand and mitigate project risks.

The University faces a unique set of constraints due to the combination of federal and provincial legislation, public procurement case law, trade agreements, external industry associations, suppliers, and services providers. The Senior Procurement Advisor is responsible for finding the procurement strategy and contracting approach that meet the requirements of these diverse stakeholder groups.

**Responsibility for Financial & Material resources:**
This position collaborates with the Purchasing Services leadership team and clients to develop strategic sourcing plans and manage procurement initiatives with budgets of up to $10M per project.

**Responsibility for Human Resources:**
This position manages project teams of up to two Purchasing Services staff and eight client and stakeholder representatives on a project-by-project basis.

**Impact of Decisions and Actions:**
Individual actions and decisions have a major impact on administrative and academic units regarding the acquisition of goods across campus, and may be subject to reputational, financial, and legal risks. Collaborative involvement in decision-making has a major impact on the directions of programs and beyond a division or faculty, and a major impact on the University’s services, resources, and obligations. Objectives, direction, and goals are set by this position in consultation with senior researchers, managers, and administrators.

**Independence:**
The Senior Procurement Advisor works independently or as the leader of a project team to formulate recommendations to the project sponsors and senior leaders at UVic. The Senior Procurement Advisor researches, plans, creates, and implements new and enhanced procurement strategies and works with the senior stakeholders of academic and administrative areas to incorporate and integrate changes.

5. Summary of Qualifications:
The Senior Procurement Advisor requires the following:
- a Bachelor’s degree in supply chain management, logistics, business administration, operations, or related discipline;
- SCMP designation or equivalent accreditation from a procurement professional organization
- at least five (5) years of experience in strategic sourcing and the management of major procurement initiatives; and
• at least three (3) years of directly and progressively related experience managing public competitions for the acquisition of enterprise IT systems, corporate supply agreements, and/or major capital equipment;

OR:

• an equivalent combination of education, training, and experience.

Supervisory experience of at least two (2) years would be desirable.

Knowledge requirements:

• In-depth knowledge of public procurement, and experience in the application of complex procurement and commercial law concepts and practices in large public sector organizations.
• Ability to adapt to a broad range of academic and administrative subjects as needed for specific procurement projects
• Expertise in strategic sourcing and public procurement principles and methodology
• Expertise regarding academic and administrative functions and requirements of the relevant client environments is an asset
• Demonstrated experience in sourcing and contract management for multi-year and multi-million-dollar contracts

Experience with any of the following would be considered an asset:

• Banner (or other ERP)
• Bonfire (or other bid evaluation systems)
• Millennium FAST (or other third party reporting systems)

Skill and ability requirements:

• Strong leadership skills and demonstrated ability to motivate and sustain change during transition
• Superior communication skills, including verbal, written, presentation, and training skills to effectively communicate specialized, technical or sensitive information
• Excellent conflict resolution and negotiation skills
• Ability and willingness to be flexible and adaptable to changing priorities
• Strong project management skills
• Strong problem-solving, multi-tasking, and organizational skills; business acumen to determine best course of action and tradeoffs
• Ability to work independently to gather, analyze, and organize information, define problems and requirements, and recommend solutions
• Ability to build and maintain productive working relationships with all stakeholders at all levels of the organization
• Ability to lead through influence, persuade others, resolve complex situations, and work collaboratively and cooperatively with colleagues in Purchasing Services and other units at UVic to achieve goals

Employee’s Signature:  Date:

Manager’s/Supervisor’s Signature  Date: