

POSITION SUMMARY
QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	Procurement Specialist	
DEPARTMENT:	Procurement Services	
POSITION NUMBER:	00503032	
GRADE:	10	EFFECTIVE DATE: August 2018

JOB SUMMARY:

Reporting to the Associate Director, Strategic Procurement Services, the Procurement Specialist is responsible for developing a strategic approach for sourcing of products and services for the University. The Procurement Specialist is further responsible for supporting the efforts of the university including faculty, Principal Investigators, and staff by through effective procurement process assessment and implementation. The position also sources products & services from suppliers, maintaining good supplier relationships, and working with all university clients and Financial Services to ensure that the sourcing process used and products are acquired in the most effective manner and in compliance with University Procurement Policy and granting agencies' guidelines, where required, and to arrange for delivery to the university on time to meet client requirements. The Procurement Specialist will also provide analytical support to management team and make recommendations which support the mission of Procurement Services.

KEY RESPONSIBILITIES:

- Lead sourcing projects working with a diverse group of university stakeholders, to ensure best supplier selection and value for the university.
- Develop a strategic approach to the supplier and product rationalization relating to equipment, products & services to maximize the potential of enterprise agreements and alliances by employing a professional knowledge base and analytical techniques.
- Lead the requirements identification process with teams consisting of university stakeholders to ensure the university requirements and granting agency requirements are met for strategic procurement activity. Identify relevant sourcing strategies and procurement processes, including development of any necessary RFI, RFQ, RFSQ or RFP documents.
- Perform supplier, market and category analysis, focusing on the relative competitive positioning of current and potential suppliers, changes to supplier cost structures, technology trends, and competitive activities. Provide recommendations and risk mitigation strategies based on findings to the Director.
- Actively participate in the departments' efforts to promote an inclusive and welcoming work environment.
- Ensure that the Queen's procurement process & policy is equitably applied to each procurement, including on-line posting system(s) to ensure that all suppliers are given equal opportunity to compete for the University's business.

- Assess, define and resolve complex procurement issues, including contractual terms & conditions and escalations by internal stakeholders and suppliers. Formulate solutions and consult or advise the Associate Director or Director when necessary.
- Maintain files pertaining to procurement activity and research award finalization, where applicable, to ensure compliance with University Procurement Policy and granting agencies' guidelines.
- Establish Fair Market Value and conduct or coordinate Fair Market Value appraisals where necessary, including resale and removal of expended university assets.
- Determine in-kind offerings, with the suppliers and researchers, and conduct or coordinate appraisals where necessary.
- Monitor procurement activity, with and on behalf of university client departments, recommending procedural/policy changes as needed.
- In collaboration with the other procurement personnel & the Grant and Institutional Programs (GRIP) & University Research Services (URS), review the procurement process and how it serves the research client to establish continuous improvement of this process.
- Maintain metrics for process improvement, supplier management and management reporting.
- Establish, monitor and take remedial actions to resolve supplier relationships.
- Negotiate agreements that deliver strategic value to the organization and support the University's programs, including research and large capital and infrastructure projects.
- Liaise with internal/external associates regarding integration opportunities through RFP's and Contracts for research equipment & products integrating the approach, where applicable to the overall Procurement mandate.
- Provide day-to-day procurement information, leadership and guidance to researchers, staff, students, (Queen's Community) and to many external vendors and other outside sources.
- Maintain and develop web content related to research procurement to be posted to the Strategic Procurement Services website.
- Write reports, deliver presentations and suggest policy and process changes.
- Undertake other duties as required in support of the Unit.

REQUIRED QUALIFICATIONS:

- An Undergraduate Degree.
- CSCMP (Certified Supply Chain Management Professional) Certification or enrolment in Supply Chain Management Association of Ontario designation program or the combination of education, and experience is an asset.
- Ten (10) years purchasing experience with minimum of 2 years related experience in In complex procurments.
- Consideration may be given to an equivalent combination of education and experience.
- Must recognize and value the strategic advantage that diverse knowledge and perspectives brings to an organisation.
- Knowledge of procurement regulations including federal, provincial, international and local directives.

- Knowledge of Broader Public Sector procurement rules and legislation.
- Knowledge of contract law, inventory control, and duty and taxation regulations related to public procurement processes.
- Must be proficient in the use of PCs and word processing, spreadsheet and e-mail (MS Word, MS Excel, Outlook/email, and Internet Explorer) in a Windows environment.
- Working knowledge of eProcurement or B2B systems would be considered an asset.
- Superior negotiation and problem solving skills as demonstrated through experience.
- Ability to gather, analyze data and prepare written reports and direct others in the requirements of data analysis.
- Must possess strong interpersonal skills and the ability to work independently and as a member of the team.

SPECIAL SKILLS:

- Excellent organizational skills. Ability to cope with multiple demands and resolve priority conflicts.
- Superior communication (both verbal and written) and interpersonal skills are critical. Ability to interaction with many individuals internally and externally in a variety of contexts.
- Analytical and interpretive skills. Ability to retrieve and produce metrics data from a wide variety of sources. Ability to conceptualize creative plans and workable solutions for dealing with a wide array of internal and external people.
- Knowledge of university policies and procedures with respect to procurement.
- Self-motivated and possess ability to work independently as well as a member of a team.
- Must be objective, fair, impartial and flexible while adhering to the ethical standards set forth by the Broader Public Sector Procurement Directive and Queen's University Procurement Code of Ethics.
- Project management skills.
- Problem solving and conflict resolution skills.
- Ability to lead and coach associates and clients in improvement of procurement practices skills.
- Ability to lead cross-functional teams of people from varying departments not reporting to Strategic Procurement Services.
- Attention to detail and accuracy.

DECISION MAKING:

- Determine strategy for university sourcing requirements to ensure cross functional requirements are met while ensuring best results for the University.
- Determine strategic approach to supplier and product rationalization to maximize outcome of enterprise agreements.
- Determine and develop service level metrics related to each product/service sourced, including a supplier monitoring process. Determine the approach required to lead teams (clients & procurement professionals) to ensure the university requirements are met to meet the strategic plan for procurement activity.

- Determine analysis required and appropriate presentation and recommendations of findings.
- Determine and take appropriate action to resolve issues that arise for researchers in the procurement and granting processes [related to procurement] to expedite the research project process.
- This position will lead sourcing teams to supplier selection decisions and take the lead to explain and justify to university client and management.
- Determine appropriate solution to resolve complex procurement issue. Determine when issues should be brought to the Directors attentions.
- Verify the acceptability of justifications for exemptions to the University's Procurement Policy provided by university departments, before sign-off by the Director of procurement.
- Review procurement processes and make redesign decisions to improve process effectiveness and efficiency.
- Perform valuation of in-kind offerings, where required.

RESEARCH ASSESSMENT QUESTIONS:

YES NO

- 1. Is this position technical in nature in a teaching or research lab or lab-related area? YES NO
- 2. Does this position support a research project? YES NO
If yes, indicate name of the project:
CFI and NSERC funded Research Projects
- 3. Does this position report directly to a Principal Investigator (PI)? YES NO
If yes, indicate name of the PI:

MANAGEMENT POSITIONS ONLY:

For the positions that are direct reports, answer the following questions:

- 1. You have the right to hire or you make the effective recommendation to do so
 YES
 NO
- 2. You have the right to dismiss/discharge or you make the effective recommendation to do so
 YES
 NO
- 3. You are responsible for handling disciplinary matters including issuing written warnings
 YES
 NO
- 4. You are responsible for conducting performance appraisals
 YES
 NO

SIGNATURES:

Date

Incumbent

Manager

Department Head/Director or Designate