

JOB DESCRIPTION

Dept: Procurement Services

Working Title: Procurement Officer (254)

Date: April 2018

Job Class: 14

PRIMARY FUNCTION:

Coordinates and executes the most difficult, complex and unique purchasing transactions. Investigates, develops and evaluates sources of supply; prepares bid specifications; issues bid requests and reviews and evaluates quotations. Interprets and communicates KPU policies, Provincial Trade Agreements and department procedures to internal University operating units and vendors as a specialist in assigned material categories which require a high degree of technical knowledge.

JOB DUTIES AND TASKS:

- 1. To administer the purchasing and acquisition of goods and services for Kwantlen Polytechnic University using considerable judgment that may not fall within established procedures:**
 - a. Identify, develop and recommend processes to enhance and modify purchasing systems and processes. Works with the team and provides direction to staff in implementing approved processes.
 - b. Develop, in accordance with Kwantlen policy and procedures, specifications for complex and technical goods and services; (examples may include construction contracts, capital equipment, technical services and maintenance agreements).
 - c. Navigate legal requirements and parameters, utilizing intimate knowledge and understanding of supply chain legal context and contract law.
 - d. Ensure compliance with plans/contracts to ensure legal obligations are met.
 - e. Represents the university's interests in supply chain activities including acquisition multi-million dollar products.
 - f. Research and evaluate products and services in terms of quality, versatility, capacity and whether they meet the requirements of Kwantlen's internal partners. Lead discussions with internal partners to collaborate on translation of requirements to the marketplace.
 - g. Persuade, educate and negotiate with the KPU community to ensure the University is receiving best value and also is meeting compliance requirements.
 - h. Issues purchase orders on behalf of Kwantlen.
 - i. Issue competitive bids for non-complex and complex requirements, analyze submissions including preparation of spreadsheets, develops and facilitates evaluations with internal partners and recommends award of contract.
 - j. Process requisitions from various University departments and divisions that may include the research of products and services in terms of quality, versatility, capacity and whether they meet the requirements of Kwantlen's internal partners.
 - k. Locate sources of supply for regular and emergency purchases.
 - l. Resolve issues and/or provides direction to Buyers, related to acquisition of supplies and services, such as delivery and pricing and including supplier performance. Brings forward any unresolved or complex developments to the Manager for discussion and resolution.
 - m. Participate in peer review of work of other department team members.
 - n. Educate the University community about Purchasing methodology, legislative requirements/compliance, Purchasing applications (FAST, WebReq, etc) and roll of the Procurement department within KPU.
 - o. Support the procurement staff in performing routine work when volume is heavy.
 - p. May represent Kwantlen's Procurement Services in meetings with external agencies.
 - q. Gathers and analyzes operating data; develops reports of Purchasing metrics.

2. Vendor Management:

- a. Ensures vendor master data is collected and meets the minimum requirements to provide goods and/or services to the University.
- b. Monitors vendor master data files to ensure the master vendor list is accurate and up to date. Develops and facilitates a process for the cleansing of the vendor master data files on a semi-annual basis.
- c. Develops and implements vendor evaluation documents to measure and monitor vendor performance to reduce risks and/or enhance vendor relations to the University.
- d. Is the liaison for the Purchasing unit when working with other Financial Services units (Budget Accounting and Accounts Payable) to enhance, streamline and improve the management of vendors for the University. The incumbent will facilitate the implementation of all improvements to the vendor management process within the Purchasing unit as determined by liaising with other Financial Services units.

3. Supervise staff:

- a. Supervise purchasing staff including recruiting, scheduling and assigning work.
- b. Assess workflow and allocation of staff resources.
- c. Provides oversight for purchasing staff in the process of purchase documents and transactions by staff for compliance with policy and procedures.
- d. Support and contributes to performance assessments and initiatives for staff and provide feedback on work performance.
- e. Approve timesheets for Procurement Services department personnel.

4. Related duties:

- a. Take the lead in responding to complex or unresolved issues brought forward by staff.
- b. Carry out or participate in projects, which may be confidential for any part of the University operations.
- c. Provide leadership and direction to staff in non-routine matters, including, where required interaction and involvement with internal partners and suppliers.
- d. Liaise with University management, external agencies and internal or external auditors.
- e. Monitor transactions for compliance with relevant Provincial Trade Agreements (ie/ Agreement on Internal Trade (AIT), and the New West Partnership Trade Agreement (NWPTA)
- f. Maintain purchasing files and records as needed.
- g. Prepare reports and correspondence relating to purchasing functions.
- h. When required, assists with any or all day to day departmental operations such as responding to inquiries for all Procurement Services areas, mail distribution and/or ordering department supplies.
- i. Interact with the Project Leader in a team environment for working on projects.

SUPERVISION RECEIVED:

Reports to Manager, Procurement Services. Depending on the work involved the incumbent may receive general direction and be able to make many decisions independently. At other times, the direction may be quite detailed because either the knowledge of the incumbent is limited or the experience and/or desire for proceeding in a certain direction has been determined by the Manager.

SUPERVISION/DIRECTION EXERCISED:

Supervise purchasing staff including recruiting, scheduling, oversight of and assigning of work and conducting performance appraisals. Provides leadership to team in Procurement Services.

The incumbent has authority to conduct activities required to coordinate projects or assignments. This includes calling meetings, developing timelines, scheduling activities, requesting input/participation from other departments, conducting analysis, etc.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Maintains records as required by University Policy and Procedures.

FINANCIAL RESOURCES:

Exercise signing authority within established limits for all documents relating to Procurement Services.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Completion of a minimum of two years of post- secondary courses with coursework in business administration, procurement, accounting or a related field.
2. Certificate in Purchasing from a professional organization, post-secondary institution or learning center.
3. Commitment to ongoing professional development through courses, seminars, enrollment in the SSCMLP program preferred.
4. Progressively responsible experience in the purchasing or procurement areas of a large public or private agency, preferably in education.
5. Considerable knowledge of public sector procurement regulations and legal risks.
6. Demonstrated knowledge of the competitive procurement process within the Public Sector
7. Demonstrated knowledge of Contract Law
8. Experience with integrated computer systems such as SCT Banner or similar.
9. Knowledge and progressive experience, with an ability to evaluate administrative processes and procedures (with an emphasis on Purchasing), in order to carry out, or assist with the design, testing and implementation of new Purchasing, or Financial systems, policies and procedures.
10. Demonstrated ability to exercise judgement to work and complete assignments with minimal supervision.
11. Demonstrated effective interpersonal skills, including the ability to develop, establish, and maintain effective working relationships with all levels of the University community, external agencies, and the general public. The incumbent must have the ability to influence members of the University community which they may not have direct authority over in order to protect the interests of the University.
12. Proven ability to communicate courteously and effectively in English, verbally and in writing, with all levels of the University community, external agencies, and the general public.
13. Proven ability to work under pressure, establish priorities, and meet deadlines.
14. Proven ability to apply attention to detail and accuracy when compiling and preparing purchasing documents and other information.
15. Demonstrated ability to exercise tact and discretion when exchanging information.
16. Demonstrated ability to compose a variety of correspondence and reports related to the work performed.
17. Demonstrated ability to prepare and deliver effective presentations.
18. Computer literate with competency in Word and Excel at an intermediate level.