

St. Lawrence College

Position Description Form (PDF)

Effective Date: January 8, 2016

Updated: 1-Dec-2020

Campus: Brockville/Cornwall/Kingston
Incumbent's Name: Vacant
Position Title: Procurement Officer
Payband: I
Position Number: 530
Hours per Week: 37.5
Supervisor's Name and Title: Christine McParland, Associate Director, Procurement & Ancillary Services
Completed by: Christine McParland, Associate Director, Procurement & Ancillary Services

Signatures:

Incumbent: _____
(Indicates the incumbent has read and understood the PDF)

Date: _____

Supervisor: _____

Date: _____

One-over-one: _____

Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled “A Guide on How to Write Support Staff Position Description Forms” or contact your Human Resources representative for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

Position Summary

Provide a concise description of the overall purpose of the position.

The Procurement Officer is an agent authorized by the College under the general direction of the Associate Director of Procurement & Ancillary Services, in assuring the best value for monies expended on supplies, materials, equipment and services. This incumbent manages all competitive sourcing activities, the sourcing process and methodology. This role is responsible for the needs analysis process, strategy, benchmarking, vendor identification and implements rules, regulations, and policies. The incumbent works independently with a high degree of professionalism, taking a proactive approach from the initial customer request throughout the procurement process.

The Procurement Officer is accountable to ensure fair and open procurement competitions; assist with the development and administration of purchasing Policies and Procedures; ensure that purchasing services are delivered with a 'value-added' customer service orientation while meeting all College policies, Broader Public Sector (BPS) Procurement Directives, Trade Agreements, Purchasing Management Best Practices and Professional Ethics.

The Procurement Officer will consult with internal clients to identify needs, investigate Suppliers and products, prepare Request for Solicitations (RFx), administer the competitive procurement process, and prepare and review contracts. The incumbent will negotiate terms and conditions with Suppliers and manage Supplier performance.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of the Time Annually*
Procurement Operations <ul style="list-style-type: none"> - Acts as a lead resource for operational initiatives, providing advice, guidance and solutions for the procurement of assigned goods and services. - Ensures College purchasing requirements are met while adhering to College policy, government regulations, ethical and legal purchasing practices. - Holds meetings as needed with applicable College personnel (at all levels in the organization), Suppliers and external personnel. - Strives to obtain best value, consistent with operational needs, while maintaining fair, open and transparent competition. - Maintains knowledge of applicable rules, legislation, regulations, standards and best practices. - Develops and maintains constructive relationship with clients, management and other public agencies. - Manages multiple procurement projects within defined timelines. - Prepares RFx documents and facilitates the evaluation process including but not limited to: <ul style="list-style-type: none"> - Provides consultation to clients on the scope of work development and procurement and evaluation strategies. - Coordinates bid and e-tendering posting procedures, including question and answers, amendments and site visits. - Uses technology to effectively manage electronic tendering and evaluations. - Develops evaluation guideline procedures. Ensuring the evaluation process is clear from bias and the criteria and decision matrix are fair, equitable and transparent. - Analyzes tendered priced and summarizes evaluation. - Negotiates to achieve best overall value. - Provides analysis and award recommendations to clients. - Coordinates the agreement award process with clients. - Facilitates and/or conducts Supplier debriefing sessions including advising Suppliers of successful awards. - Solicits and resources new markets by investigating, identifying and implementing opportunities to reduce costs through innovative and alternative purchasing arrangements. - Attends purchasing courses, seminars, cooperative purchasing events to keep informed on current product information, purchasing practices and techniques to ensure that informed buying decisions and optimum service objectives are met. 	50%
Supplier and Contract Management <ul style="list-style-type: none"> - Monitors and evaluates Supplier performance. Investigates any unacceptable performance and initiates an action plan to remedy. - Ensures completion of Supplier performance appraisals through Bonfire Supplier 	20%

<p>Performance System.</p> <ul style="list-style-type: none"> - Provides contract management on assigned commodities and maintains effective relationship management between internal customers and external Suppliers. - Mediates between College staff and Suppliers in the case of problems or disputes. - Monitors contracts under area of responsibility facilitating contract renewals and extensions. Enters all contract information in the Contract Management System. - Assists with contract dispute resolution between the College and Suppliers. - Meets with Suppliers for contract performance related matters. - Works with clients to ensure contract terms, service level agreements and escalation processes are understood throughout the life of the agreement. - Develops and maintains strong Supplier relationships. 	
<p>Research and Analysis</p> <ul style="list-style-type: none"> - Researches products, services and Suppliers using tools such as internet, DNB, collaborative agreements and industry connections. - Analyses and interprets data and reports from the college financial systems and any eProcurement systems used. - Assembles information and may choose to source requirements from a Government standing offer, single source negotiation, extension to existing contracts, blanket orders, service contracts or competitive bidding formats. - Analyzes and interprets spend data for the purpose of identifying business opportunities and formulating procurement strategies/recommendations. - Conducts market research to identify supply sources and trends to improve procurement processes. - Conducts and assists with cost analysis to ensure total cost of ownership is considered when negotiating new or current contracts. - Investigates, analyzes and validates various forms of evaluation methodologies and procurement processes with the goal of improving current practices. 	10%
<p>Procurement Administration</p> <ul style="list-style-type: none"> - In the absence of the Associate Director, the incumbent will provide instructions to team members (Procurement & Distribution Services), allocate work assignments according to established processes and protocols. - Provides input to the Associate Director's short and long-term plans and departmental objectives and supports other department staff in achieving departmental goals. - Complete annual procurement reports (Procurement Activity Report, Section 28 Report etc.). - Updates and maintains contracts in the Contract Management System including renewal dates and approved spend amounts. - Reviews requisition and issues purchase orders as required. - Monitors price increases and validates against market analysis. 	15%
<p>Procurement Planning</p> <ul style="list-style-type: none"> - Ensures appropriate approvals are in place for each planned procurement. - Negotiates agreements and contractual terms on delegated projects. - Works with the Associate Director Procurement to develop strategic sourcing initiatives and contract renewals for short- and long-term plans. - Identifies shared service agreement opportunities for purchasing efficiencies across the college. - Tracks all capital and non-capital purchases and commitments by program to ensure timely completion and for reporting purposes. 	5%

* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the job training in this information.

- | | | |
|--|--|--|
| <input type="checkbox"/> Up to High School or equivalent | <input type="checkbox"/> 1 year certificate or equivalent | <input checked="" type="checkbox"/> 2 year diploma or equivalent |
| <input type="checkbox"/> Trade certification or equivalent | <input type="checkbox"/> 3 year diploma/degree or equivalent | <input type="checkbox"/> 3 year diploma / degree plus professional certification or equivalent |
| <input type="checkbox"/> 4 year degree or equivalent | <input type="checkbox"/> 4 year degree plus professional certification or equivalent | <input type="checkbox"/> Post graduate degree or (e.g. Masters) or equivalent |
| <input type="checkbox"/> Doctoral degree or equivalent | | |

Field(s) of Study:

In Purchasing/Supply Management or an equivalent combination of education and experience

B. Check the box that best describes the requirement for the specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirements that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- ☐ No Additional requirements
- ☐ Additional requirements obtained by course(s) of a total of 100 hours or less
- ☒ Additional requirement obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional courses obtained by course(s) of more than 520 hours

- a. Professional Designation in Supply Chain Management Professional (SCMP) required.
- b. OPBA Principles Certificate Program as an asset.

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or the on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one(1) year

☐ Minimum of one (1) year

☐ Minimum of two (2) years

☐ Minimum of three (3) years

☒ Minimum of five (5) years

- Minimum of five (5) years of practical experience in procurement with a minimum three (3) years of experience in the public sector environment.
- Direct, current and progressive experience in Supply Management with responsibility for: meeting customer requirements, supplier sourcing, commodity management, p-card administration, pricing and negotiations, meeting price/quality/service metrics, supplier relations.
- Minimum of one (1) year experience in the effective utilization of the Purchasing modules of an Enterprise Resource Planning (ERP) system.
- Experience using business software, including spreadsheets, word processing, databases, presentations, internet search tools, ERP systems and reporting tools.
- Experience managing a wide variety of competitive processes, for both small and large scale projects.
- Experience with CCDC documents for construction projects will be considered an asset.
- Experience working independently in a results oriented, team environment. Organizing, prioritizing and problem-solving own work to move projects and processes ahead to meet multiple deadlines

☐ Minimum of eight (8) years

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Note: Qualifications and skills:

- Progressive procurement experience with the demonstrated ability to assess and determine appropriate procurement strategies and documentation as well as effectively conduct bid/proposal analysis/evaluation.
- Experience working in a complex environment with diverse spend categories and proven ability to adapt and manage projects in a changing environment.
- Ability to interpret and articulate trade agreements and tendering law.
- Demonstrated ability to identify opportunities to improve efficiencies, promote bid competition and/or lower contract costs through the procurement process.
- Contract management, dispute resolution, data analytics experience including interpreting data and making recommendations, collaborating with cross-functional teams.
- Strong communication skills, verbally and in writing, with all levels of client and Supplier personnel as well as excellent negotiation skills.
- Ability to work independently and within a team.
- Strong analytical, interpersonal, and organizational skills.
- Experience managing projects of various complexity.
- Experience using eProcurement, eSourcing systems such as Bonfire or MERX.
- Ability to travel between college campuses and other locations such as Supplier sites
- Access to a reliable mode of transportation.
- Advanced experience in Microsoft applications including Excel and Word.

3. Analysis and Problem Solving

This section relates to the application of analysis and judgment within the scope of the position. The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgment required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	All College products and services require sourcing from multiple outside suppliers/ contractors, each with many potential options. Involves analyzing requirements and specifications and organizing multiple sources of data and information to achieve desired goals.
How is it identified?	Users request products or services, no supplier known or product is not currently available. Must re-source and solve problems to ensure delivery of suitable product at the required time to ensure users' requirements are met and College operations are not negatively impacted.
Is further investigation required to define the situation and/or problem? If so, describe.	Need detailed specifications, alternates, timing, supplier information, budget parameters.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Analyzing existing sources and investigate new sources via internet search, catalogues, and supplier contacts. Time management, organizational, supplier/ product knowledge and prioritization skills are required to ensure product is received according to the user's requirements may also apply.
What sources are available to assist the incumbent finding solution(s)? (E.g. past practice, established standards or guidelines.)	Past practices, previous suppliers, analysis of commodity availability of existing suppliers, government standing offers, market knowledge.

#2 regular & recurring	
Key issue or problem encountered.	Data and research is required in order to determine best products, services, suppliers or processes in order to benchmark current practices against best practice standards within a particular industry (e.g. furniture, PCs) and at other Colleges. Data is required to create performance metrics within the Purchasing function to improve service and cost effectiveness.

How is it identified?

Lack of details or data available for practical decision making, lack of standardization of products, services or suppliers, absence of data to produce metrics, absence of reports to identify inputs/outputs, benchmarking. Indication of some College practices lagging behind other organizations, need to benchmark our activities to best practices.

Is further investigation required to define the situation and/or problem? If so, describe.

Must conduct research on products, services and suppliers; benchmarking standards and best practices. Establish standards that the College can utilize to improve service. Develops performance criteria to develop purchase metrics in conjunction with Associate Director's strategic objectives.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Assemble information and choose appropriate sourcing method, provide metrics to improve decision making, provide statistics regarding supplier performance, commodity classification, standing offer availability.

What sources are available to assist the incumbent finding solution(s)? (E.g. past practice, established standards or guidelines.)

Established standards, market trends, Evolve system reporting tools, spreadsheets, professional associations and colleagues, suppliers, trade shows, professional journals, newspapers, consortiums etc.

#3 regular & recurring

Key issue or problem encountered.

Relationships can be strained between internal customers and external suppliers, each with divergent points and interests.

How is it identified?

Complaints made by customer or supplier; ongoing disputes regarding products, service, delivery, pricing; during contract renewals or negotiations issues are raised or business is refused by either party.

Is further investigation required to define the situation and/or problem? If so, describe.

Incumbent must obtain an impartial account of each party, consult supplier file to determine if a new or ongoing problem, request documentation and correspondence on issues, refer to contract documentation for stipulated requirements.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Provide advice, assistance and guidance to internal users. Determine contractual obligations on each side, determine lapses in obligations, determine if penalties, try to mediate a resolution, try to

What sources are available to assist the incumbent finding solution(s)? (E.g. past practice, established standards or guidelines.)

maintain effective relations, and may involve terminating the contract.
Past history with customer or supplier, contracts file, supplier history file, legal advice, purchase order terms and conditions, other staff, mediation.

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

In the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring to the position, up to two (2) examples that occur occasionally:

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

#1 regular and recurring

Leads Projects for acquisition of assigned goods and services. When managing these procurement projects across the College, the incumbent is the procurement Lead on RFTs, RFPs and sets project and task deadlines to the project team (project lead, technical resource, budget manager, etc.) such as document development, supplier bid reviews, supplier bid scoring. Responsible for ensuring legal, ethical, policy and process requirements in the procurement context for each project is compliant.

Knowledge of public procurement policies, laws, regulations, specifications, technical requirements, time management, risk management, project management, pricing structures, contracts, suppliers and marketplace. Incumbent must synthesize information provided from Manager/budget holder regarding product/service specifications into standard legal terms and conditions. Deadlines within each procurement are communicated in the bid document and the incumbent is responsible for adhering to the deadlines and coordinating the review of the submitted proposals with the end users, and final selection.

Incumbent consults with Manager/end-user for exact specifications of product/service required, previous Tender, RFP or RFQ documents for similar items, and other College contacts in order to view documents and specifications for similar items or services. Additional resources include budgets, team members, contracts, suppliers, project plans, previous documents, specification documents.

Varies – can be determined by Purchasing, Budget Manager, Project Team, Leadership Team, Supervisor, outside agency, Government mandated, supplier dictated etc.

Changes can occur from various sources – internal, external, budget related, date driven, specifications, resources, and legal. Each must be reviewed in relation to the entire project/players to determine impacts and to develop mitigation/recovery plan. E.g. Tenders exceed budget and timeline, must

decide whether to change project, reduce specifications, go to Board for more funding, hold project to next year.

#2 regular and recurring

List the project and the role of the incumbent in this activity.

A resource for operational initiatives within the Procurement department to ensure optimum service objectives are met such as process improvements and best practices implementation.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Incumbent must have strong computation and analytical skills.
Ability to identify process improvement initiatives, formulate recommendations and implementation plans, lead change processes, communications and influencing skills, time management, ability to overcome obstacles and work with others.

List the types of resources required to complete this task, project or activity.

Process maps, processes/procedures, systems, IT resources, budget, Purchasing staff, Supervisor.

How is/are deadline(s) determined?

Determined in conjunction with College leads, College needs, where projects fit into existing priorities and workload, risk vs opportunity balancing.

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

Determined in conjunction with project team and Supervisor, may also have wider implications within the College or with supply base. Incumbent reviews the issues/changes in relation to entire project and determines outside impacts and what needs to be done. e.g., process change in ordering may affect all campuses, suppliers, incumbent needs to communicate how we should address.

#3 regular and recurring

List the project and the role of the incumbent in this activity.

Supplier Pre-Qualification and Vendor of Record: Analyzes commodity spends and client department needs, and implements Supplier Pre-Qualification and required procurement processes – RFP, RFT to implement VOR Contracts or Contract renewals.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Time management, project management skills to plan schedule for multiple contracts, each requiring different resourcing. Analytical skills, ability to complete multiple RFx's.
Incumbent must be able to track contracts and coordinate requested changes from user-departments and/or contractors - contracts must be

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

renewed on a timely basis and in the College's best interests.
Incumbent must demonstrate strong communication skills to ensure all parties have the same understanding.

Past records, Ministry guidelines for public sector, Department Managers, Specifications, PeopleSoft spend analytics, blanket lists, vendor database.

Incumbent reviews contract renewal dates and determines timelines to accomplish timely contract renewals.
Annual planning cycles will often dictate contract periods, analysis of priorities with departments will be inputs to scheduling. Blanket Purchase Orders are normally at beginning of budget periods.

Incumbent can determine if changes are required to ensure the contract is in the College's best interest.

Changes to priorities would be made in conjunction with supervisor and client department managers. Each plan would be reviewed to see if any negative impact e.g. multiple requirements with same need date, discussions re reprioritization to other periods or years in order to balance workload.

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

#1 occur occasionally

Implementation of systems or initiatives in conjunction with outside organizations or agencies. I.E OECM initiative; OCPMA

The Incumbent would represent the College and be a team member on implementation team.

Time management, systems knowledge, critical thinking, project management, training skills, implementation and procedural knowledge, communication skills, ability to complete project on time and on budget.

OECM team, other Colleges and universities, IT resources, budget, departmental colleagues, system tools.

Determined in conjunction with OECM team, internal IT team, supervisor, budget timing, overall resources required.

OECM team, supervisor, Leadership team, IT team, government mandated. All changes would be reviewed in relation to the whole project team and resources to determine impacts. E.g. date changes

impact budget, resources, roll out schedules;
technical problems impact the entire project plan.

5. Guiding/ Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus the actions taken (rather than the communication skills) that directly assist others in the performance of their work skill development.

Though support staff cannot formally “supervise” others, there may be a requirement to guide others using the incumbent’s job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks. Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minimal requirement to guide/ advise other. The incumbent may be required to explain procedures to other employees or students	The incumbent guides and advises faculty, staff, and students on the correct procedures relating to procurement. Explaining processes or decisions to suppliers.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete certain tasks	Demonstrating Requisition and Approval process, providing user training, guiding on the Legal requirements and rules of tenders/ RFPs, ensuring compliance of Board policy, credit card processes, contract review processes, and asset disposal process – all must be explained and understood before others can carry on with their part in the process to be accurate and complete (involves policies, forms, systems, procedures, laws)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	The incumbent makes decisions on a variety of existing or new tasks so that Assistant Buyers and contract staff are guided and advised to complete their activities. The incumbent will verify the work of others from an auditing perspective to provide a quality control accountability for the procurement unit. The incumbent also recommends courses of action or makes decisions to assist clients in acquiring the services they required. Any concerns are reported to the Associate Director, Procurement Services.

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☐

The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.

☐
☒

The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.

Recommends products, suppliers, processes to internal customers in order to move ahead. Provides suggestions on alternatives (e.g. cost effective solutions, tri-campus standardization, solutions to expedite or preferred vendor/supplier already in place)

Reviews contract documentation and makes recommendations to Associate Director on risks, issues and mitigation strategies. May recommend that a certain direction should not be pursued due to potential risks/liabilities.

Advises project managers on Procurement Laws throughout the competitive process.

In the absence of the Associate Director of Procurement, the Senior Procurement Officer will allocate tasks to co-workers.

6. *Independence of Action*

Please illustrate the type of independence or autonomy exercised in this position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

<i>What are the instructions that are typically required or provided at the beginning of a work assignment?</i>	
<i>Regular and Recurring</i>	<i>Occasional (If none, please strike out this section)</i>
General instructions may be provided as to the nature, scope and timing of new projects. The incumbent has the ability to develop the required processes and actions to reach the objectives independently, guided by education and experience.	Verbal or written instructions sometimes provided for special projects.

<i>What rules, procedures, past practices or guidelines are available to guide the incumbent?</i>	
<i>Regular and Recurring</i>	<i>Occasional (If none, please strike out this section)</i>
Board policy governs the general operating parameters but detailed processes are developed by the incumbent independently (guided by education and experience) or as part of a team to achieve stated objectives. The Incumbent is required to have working knowledge of the following in day to day activities: - College policies and procedures - Legislative requirements including: BPS, FIPPA, OHSA, WSIB, Trade Agreements (CETA – CFTA – NAFTA), Consumer Protection Act, Fairness Act, and Retail Sales Tax Act. When dealing with external suppliers, the incumbent is an authorized agent to negotiate & commit funds as previously agreed and under the general direction of the Associate Director of Procurement & Ancillary Services / Project Manager / Budget Manager. Projects having unique problems require referring to previous solutions in order to develop customized documents to address the need. e.g., tenders in areas or sectors previously not encountered – would refer to something possibly similar, consult with legal, consult with other Colleges, supervisor, and engineering consultant.	Contact with peers from other Colleges and contacts with Public Sector buyer groups.

<i>How is work reviewed or verified (e.g. Feedback from others, work processes, supervisor)?</i>
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<i>Regular and Recurring</i>	<i>Occasional (If none, please strike out this section)</i>
Work and work assignment are reviewed with team participants throughout and at the completion of a project. Weekly department project meetings to review status and issues to ensure resourcing is on track and to discuss any priority issues or major concerns. Incumbent is responsible for meeting on-time and on-budget deadlines, if not possible, supervisor and budget manager would be alerted. Tender deadlines are mandatory and negatively affect other areas if missed, also creates legal implications. Unofficial feedback obtained from upstream/downstream partners as to performance. Annual review process and departmental objectives.	Budget reports

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the supervisor.

Regular and Recurring

Decisions made in conjunction with internal customers (faculty, staff, budget manager) and with suppliers. This is a regular occurrence. e.g. re projects, dates, specs, evaluation criteria, budgets, warranties, service levels, rectifying problems, credits, extra charges etc.

Occasional (If none, please strike out this section)

Special projects with outside agencies. e.g., OECM Ontario Buys initiatives or OCPMA. Would be on project team & receiving guidance and experience from existing team. Decision making may be based on previous implementations at other Colleges and Universities.

Describe the type of decisions that would be decided in consultation with the supervisor.

Regular and Recurring

Dealing with legal issues or concerns from a competitive procurement.

Major issues with project timing, policy contravention, tenders exceeding budget, supplier bankruptcy, ethical or legal issues, contract disputes which are escalating – supervisor would be informed. Associate Director would normally offer advice and guidance, incumbent normally finds the solutions.

Occasional (If none, please strike out this section)

Purchase Orders or contracts that could represent a conflict of interest. Issues with users who have pre-selected a supplier or who are indicating a bias, conflicts with policy, instances where correspondence between incumbent and user have become unconstructive.

Describe the type of decisions that would be decided by the incumbent.

Regular and Recurring

Procurement processes are aligned with BPS & Trade Agreements and advises / guides internal stakeholders. This is a regular occurrence.

The incumbent is responsible for developing action plans for resolving problems such as non-compliance, scheduling or date adherence, budget issues, tendering problems, process or policy contravention, supplier selection. This is a regular occurrence.

The incumbent has numerous deadlines and it is the incumbent's responsibility to ensure they are met. Communications and coordination must be maintained with all parties throughout the life of a project. This is a regular occurrence.

Occasional (If none, please strike out this section)

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which a position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfill the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D,W,M,I)*
How is it received?	How is it carried out?		
Request for purchases in excess of \$100,000 that requires tender	The incumbent assesses the requests, researches and provides information regarding product and service specifications and synthesizes specifications into legal terms and conditions to be used in the preparation of tender documents.	College staff	D
Vendors of Supplies and Services	Requirements, quality, quantity, source product information, request for quotation, tender results, etc.	College Departments	D
Financial Services	Budget approval, Accounts Payable, inventory etc.	College Departments	D
Management	Planning for major projects, executing the plans, advising on methods and problem solutions to mitigate risk.	College Departments	M
Direct requests for information/clarification/interpretation from existing vendors - re: contracts	Incumbent researches request and advises customer on applicable information.	External Contractor/Supplier	M
Direct requests for information/clarification/interpretation of College purchasing policies and procedures re: tenders/RFPs	Incumbent shares appropriate information on College policies /procedures. Interpretation and explanation are provided when necessary.	External Contractor/Supplier	W

* D = Daily W = Weekly M = monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section (s) that best describes the method of communication.

<i>Communication Skill/Method</i>	<i>Example</i>	<i>Audience</i>	<i>Frequency (D,W,M,I)*</i>
Exchanging routine information, extending common courtesy	Discussions with College staff regarding status of Purchase requisitions, product quotations, researching vendors, policy interpretation, and meeting to discuss product selection.	Co-workers	D
Explanation and interpretation of information or ideas.	Explain the process that Purchasing Services will go through to resolve any issues that arise during purchasing function. Legal interpretation of processes.	User- departments	D
Imparting technical information and advice	Explanation of Purchasing policies, laws, and guidelines that have to be followed to perform the tasks. Government Legislation.	Colleagues, College staff and vendors	D
Instructing or training	May participate in a training session on procurement processes	User - departments	I
Obtaining cooperation or consent	Communicate with clients to clarify, confirm or in some cases direct a decision in an alternate direction. i.e., A client would prefer to work with a particular vendor, but the vendor has not been selected through the procurement process.	College staff	I
Negotiating	Ability to effectively communicate the College strategy and employ effective listening skills to achieve desired outcomes	Internal Stakeholders – External Stakeholders	W

* D = Daily W = Weekly M = monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, and lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D,W,M,I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1-2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Prolonged sitting while using a PC	D			X	X		
Prolonged telephone use	D	X			X		

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If lifting is required, please indicate the weights below and provide examples.

☐ Light (up to 5 kg or 11 lbs.)

☐ Medium (between 5 to 20 kg and 11 to 44 lbs.)

☐ Heavy (over 20 kg. or 44 lbs.)

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform the task and the duration of the task, including breaks (e.g. up to two hrs. at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Compiling Tender Documents/Contracts	W-M		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
<input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Reviewing and sourcing the more complex purchase orders/requisitions	W	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
<input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Developing spend analytics	M		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
<input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

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11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D,W,M,I)*
<input checked="" type="checkbox"/> acceptable working conditions (minimal exposure to the conditions listed below)	<ul style="list-style-type: none"> - Mainly work from the office - Normal office setting 	D
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
<input checked="" type="checkbox"/> travel	Occasional trips to other campuses and to Public Sector Buyer group meetings (80-90km one-way)	I
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

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