



IDENTIFICATION

Department	Position Title	
Finance	Manager, Information Technology Procurement	
Position Number	Community	Division/Region
15-17526	Yellowknife	Procurement Shared Services/HQ

PURPOSE OF THE POSITION

The Manager, Information Technology Procurement coordinates and monitors departmental policy, procedures, standards, and program delivery related to information technology procurement. The Manager, Information Technology Procurement, will ensure that procurements are conducted in compliance with legislation, regulations, policy, guidelines, and public sector best practices.

SCOPE

Located in Yellowknife and reporting to the Director, Procurement Shared Services (PSS), the Manager, Information Technology Procurement is responsible for providing guidance and support to contracting authorities within the Government of the Northwest Territories (GNWT) in the areas of information technology related procurements, including both software and hardware acquisition. In addition, this position will take a lead role in developing and maintaining information technology procurement procedures, standards, and contract documents.

Contracts related to items that fall under the responsibility of the Manager, Information Technology Procurement can be valued at several million dollars and can impact GNWT departments, the public, vendors, and consultants.

The position is the main subject matter lead for PSS and will be responsible for managing the Information Technology Section within the Division. The Information Technology Section is solely responsible for all IT related procurement, including large/complex initiatives, software, licensing, and hardware.



The primary client for the Information Technology Section is the Office of the Government Chief Information Officer, including, but not limited to, the Information Systems Shared Services office and the Technology Service Centre. Frequent collaboration with end-user clients/departments will also be necessary.

RESPONSIBILITIES

1. Develops and implements strategies for high value and complex information technology procurement requirements.

- Works with clients to develop and implement detailed procurement strategies.
- Oversees the procurement of systems with significant business impacts, political interests, and high-risk dependencies.
- Considers, identifies, and mitigates fraud risks.
- Understands and can confidently advise on the various types of information technology contracts (e.g. SaaS, custom solutions, and COTS).
- Considers the operational life cycle of software and plans procurement processes and contracts accordingly.

2. Collaborates with clients, end-users, and subject matter experts to select and manage procurement processes that deliver high quality information technology systems and hardware, while ensuring value for money.

- Acknowledges and understands that PSS is a client services centre that aids, guidance, and support to clients. The ability to understand client requirements and work with them to align plans with GNWT policies, and public sector procurement best practices, is essential for this position.
- Understands the need to collaborate with clients and end-users.
- Supports clients with the management of contracts and third-party vendors.
- Seeks specialist security and privacy knowledge and advice, when required, and supports their work.
- Works with Legal Counsel and Insurance and Risk Management to develop and negotiate contracts.
- Represents the Department of Finance interests and liaises with other departments and outside interest groups on matters related to information technology procurement.

3. Performs effectively as the primary GNWT lead for the procurement of information technology systems and hardware.

- Advises the Director, PSS, on any pertinent matters concerning information technology procurement.
- Delivers presentations to client Departments and outside interest groups on information technology procurement.
- Influences the way information technology goods and services are procured.



4. Provides advice, dispute resolution, training, and assistance in information technology administration and project management to the GNWT.

- Proactively seeks opportunities to deliver training for clients and end-users on information technology contract matters.
- Collaborates with the PSS Quality Assurance team to ensure that information technology related procurement processes and contracts are appropriately represented in standard PSS training sessions and workshops.

5. Manages the PSS Information Technology Section's work and human resources.

- Effectively allocates project work and tasks to team members.
- Facilitates and encourages a positive work environment and experience for the information technology procurement team.
- Delegates responsibilities as appropriate. Sets performance targets and monitors progress against agreed upon quality and performance criteria.
- Provides support and guidance, as required, that aligns with an individual's skills and abilities.
- Promotes the proactive development of skills and capabilities and provides mentoring support to staff.
- Properly administers any disciplinary procedures for staff.
- Work independently under general direction from the Director, using individual discretion to meet the procurement requirements of clients and end-users.
- The position has the discretion to determine when issues should be escalated to a higher level.
- Monitors, analyzes, and makes recommendations for improvements to efficiency, effectiveness, and quality in the procurement of IT related goods and services.
- Takes a strategic approach to procurement and with the management of the Information Technology Section.

6. Co-ordinates the development and monitoring of departmental policies, procedures and standard information technology related procurement and ensures contract templates are consistent and in compliance with GNWT legislation, policy, and objectives by:

- Developing and maintaining standard contract and project administration procedures and standard tender and contract documents.
- Developing special approaches to contract and management procedures to maximize opportunities for NWT businesses and residents.
- Assisting other clients and end-users in establishing standard contracting procedures for information technology contracting.
- Monitoring IT procurement trends in Canada to ensure continuous improvement and innovation in the process.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

This position undertakes work for which there will be high client expectations for quality and timely completion of initiatives. The position will be under pressure to deliver projects on time, and on budget, while understanding and managing the need for consistent client and end-user collaboration throughout the procurement phase. Negotiations with vendors, while balancing the need to ensure compliance with GNWT policies and standards and the needs and scheduling constraints for clients and end-users, can put significant pressure on the position. Additionally, high-profile projects, with political and media attention can add to the pressure.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in project management, theory, and principles.
- Knowledge of software development methods, practices, and processes.
- Knowledge of standard budgeting and accounting concepts and techniques.
- Knowledge of public sector procurement in Canada and, specifically, information technology procurement.
- Ability to analyze bids and proposals and consider qualitative and quantitative benefits, as well as the total cost of ownership.
- Ability to maintain an awareness of developments in the industry and select appropriate standards, procurement methods, contracting methods, tools, and applications.
- Knowledge of IT service management concepts.
- Communicates fluently, orally, and in writing, and can present complex information to technical, non-technical, and executive audiences.
- Ability to facilitate collaboration between stakeholders who share common objectives.
- Ability to take an analytical and systematic approach to issue resolution.
- Ability to lead a team, including coaching, motivation, and performance management.
- Understands and appreciates how their role impacts the delivery of information technology activities across the government.



- Ability to assess and evaluate project risk and business risk.
- Ability to maintain an awareness of developments in the industry and select appropriately from applicable standards, methods, tools, and applications, while taking responsibility for driving personal development.
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
- Presenting, negotiating and dispute resolution skills.
- Generic, domain and specialist knowledge necessary to perform effectively in the organization, typically gained from recognized bodies of knowledge and organizational information.
- Demonstrates an effective application of knowledge and has an appreciation for the wider business context. Takes action to develop own knowledge.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A post-secondary degree in procurement with 5 years of experience including one year in a supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required.
- ☒ Position of Trust – criminal records check required.
- ☐ Highly sensitive position – requires verification of identity and a criminal records check.

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred