



IDENTIFICATION

Department	Position Title	
Aurora College	Manager, Purchasing and Contracts	
Position Number(s)	Community(s)	Division/Region(s)
91-0122	Fort Smith	Finance

PURPOSE OF THE POSITION

The Manager, Purchasing and Contracts is responsible for the procurement, vendor negotiation, tendering and other procurement activities for all Aurora College divisions including: President's office, the eight regions, and the Aurora Research Institute (ARI).

This position is also responsible for the administrative records management system.

SCOPE

Aurora College is a multi-campus institution designed to provide a wide variety of educational services to adult learners of the Northwest Territories (NWT). The programs are directed specifically to the northern environment and the needs of individual northerners, the workforce and northern communities. To accomplish this, courses and services are delivered at campuses and community learning centers throughout the NWT. Through the work of the Aurora Research Institute, the College is also responsible for the facilitation and preparation of research activity in the NWT.

The Manager, Purchasing and Contracts is located in Fort Smith and reports to the Director of Finance. The Manager oversees and provides purchasing and contract services for Aurora College.

The incumbent is expected ensure that policies and procedures are followed in the procurement and purchase of goods and services. The incumbent is also expected to purchase goods and services in a timely and cost effective manner while ensuring that the College receives good value in return. The incumbent is expected to develop and maintain working relationships with suppliers.

The total value of goods and services purchased by Aurora College on an annual basis is approximately \$7,500,000.00. Purchasing of buildings and lease agreements are outside the scope of this role.

The Manager, Purchasing and Contracts is one of four positions reporting to the Director of Finance, however, this position works independently of other finance positions. The incumbent is given significant latitude to interpret policies and procedures and is responsible and accountable for purchasing and procurement activities. The incumbent has \$60,000 purchase limit on VISA card and signing authority of up to \$10,000 on Operations and Maintenance and for approved contracts.

RESPONSIBILITIES

1. Develops and monitors the purchasing and contracting services for Aurora College including the Office of the President, the three campus locations and their regional CLCs and the Aurora Research Institute

- Prepares contracts and reviews draft contracts
- Ensures that all contract and purchasing documents are complete and signed by appropriate authorities
- Consults with staff and faculty regarding the best methods of contracting services and make recommendations concerning substitutions, additions or deletions to contracts
- Develops and maintains a renewal schedule for repetitive and/or multiyear contracts
- Reviews requisitions to ensure the adequacy of purchase information and data related to specifications, inspections, delivery and special requirements
- Identifies material needs and develops the most appropriate methods for purchase or procurement of goods and services such as competitive tendering, negotiations, standing offers or sole source
- Approves and issues purchase orders within delegated signing authority
- Administers and monitors contracts including inspections, shipment and payment
- Monitors shipping and delivery of goods and services and follow up when problems occur
- Ensures that purchase order files and contract files are maintained
- Maintain the College's purchase order system
- Review all outstanding purchase orders and contracts against financial commitment reports and make corrections as necessary
- Monitor the purchasing activity of all College employees who are assigned visa cards, to ensure purchases are in accordance with College and GNWT procurement policy and procedures
- Coordinate all air charters that are requested to ensure GNWT aircraft charters are in accordance with the Directives and the applicable Government procurement policies

2. Provide direction and services in the development and evaluation of tender documents, requests for proposals, expressions of interests and the resulting contracts for Aurora College including the Schools, Student Services, Office of the President, the regional CLCs and the Aurora Research Institute

- Develops requests for proposals and terms of reference
- Provides direction and advice to Senior Management, the Chairs, Program Managers, staff and faculty regarding specifications for tenders or terms of

reference for request for proposal documents and development of the evaluation criteria

- Coordinate public tender/proposal openings
 - Evaluates all tenders and proposals with Program Managers, faculty and staff
 - Provides advice and direction concerning tender and proposal legislation, policies and procedures
 - Evaluates sole source contracts to ensure compliance with Aurora College and GNWT policies and procedures, and to ensure compliance with Revue Canada.
 - Provides advice concerning and document contract performance issues and contact contractors to ensure compliance
 - Terminates contracts when necessary ensuring appropriate documentation and follow up has taken place
 - Maintains contract files for audit purposes
- 3. Develop procurement, expediting, contract procedures and practises in compliance with the GNWT Financial Management procurement policies.**
- Draft purchasing and contracting procedures and practices for approval by the Director, Finance in compliance with GNWT policies and procedures
 - Develop standardized contracts for approval within the College
 - Hold training and orientation sessions for Program Managers, finance staff and other College personnel on purchasing and contracting policies and procedures
- 4. Administer the records management system for the College**
- Implement the GNWT records management system
 - Train College staff on the new system
 - Coordinate the transfer of Records to the Records Storage Centre location off site
- 5. Develops and maintains working relationships with suppliers.**
- Negotiate contracts agreements with suppliers and distributors;
 - Communicate with vendors/ contractors who are successful / unsuccessful in contract/tender bids;
 - Provide advice and assistance to vendors and contractors regarding the procurement and tender processes;
 - Responds to all vendor inquiries regarding services and goods provided to the College
- 6. Monitors and renews the long term equipment leases, servicing leased equipment and prepares year end documentation for these long term commitments.**
- 7. Prepares and maintains the Procedure Manual for the Manager, Purchasing and Contract Position and completes Special Projects assigned by the Director, Finance.**

KNOWLEDGE, SKILLS AND ABILITIES

- Solid knowledge in purchasing, contracting, tendering and proposal evaluation, records management.
- Solid knowledge of procurement, contracting and financial administration legislation, policies, procedures and methods;
- Knowledge and understanding of the organization and structure of the College as well as knowledge of northern and southern sources of supply
- Knowledge of the following computer programs: computerized financial, purchasing and , word processing, spreadsheets, e-mail and database systems
- Knowledge of supplier relations & management, contract law, negotiation planning, communications, leadership in purchasing, evaluating purchasing performance, Cost-Value analysis, concepts and issues in operations management,
- Skilled in the preparation of specifications, reports, and contracts
- Strong negotiation, interpersonal and advisory skills;
- Excellent communication skills, both orally and written in order to communicate effectively in meetings and to give presentations in variety of settings;
- Interpreting, analyzing and planning skills;
- Financial management skills, including budgeting;
- Excellent organizational skills;
- Demonstrated ability to develop and monitor contracts, tenders, purchases, standing offer agreements;
- Ability to work with minimal supervision because this is a specialized position;

This position requires knowledge of GNWT Financial Administration Manual, Financial Administration Act and Aurora College Act and regulations, as well as familiarity with the Public Service Act. The role requires the ability to understand legal documents as acts, regulations and contracts.

Typically, the above qualifications would be attained by:

A Certified Professional Purchaser (C.P.P.) designation through the Purchasing Management Association of Canada (PMAC) combined with 5 years of related experience in the procurement field.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

There are limited physical demands associated with this position; however, occasional lifting of heavy items such as boxes of records is required. Some sustained keyboarding is required to produce reports and communicate by email.

Environmental Conditions

This role is performed in a standard office environment with minimal exposure to hazardous conditions or risk of injury.

Sensory Demands

This role requires careful listening when negotiating contracts, addressing logistical issues and/or explaining purchasing policies to stakeholders. Intense concentration and attention to detail is required for the review of contracts and other documentation.

Mental Demands

This role is exposed to mental stress arising from the need to inform others of sensitive and often disappointing information such as advising vendors and proposers that they have been unsuccessful on a contract. This role is also exposed to tight deadlines, conflicting priorities and workflow interruptions.

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

Official Language Considerations (check one)


Not required

Bilingual required (state language): _____

CERTIFICATION

Title: Manager, Purchasing and Contracts

Position Number(s): 91-0122

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p> President, Aurora College</p>	<hr/> <p>Date <u>4/26/10</u></p>

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.