

Professional Job Position Description

Section I: Position information

Effective date	2023-01-01	☐ Update only	☒ Classification review
Position title	Coordinator, Procurement and Contract Services		
Position number	999809		
Classification level	Professional C		
Position affiliation	☒ AUFA ☐ Excluded		
Location	Virtual		
Department	Procurement and Contract Services		
Reports to	Manager, Procurement and Contract Services		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the Manager, the Coordinator, Procurement and Contract Services plays a leadership role in the complete procurement lifecycle for goods and services required to support Athabasca University's operational and strategic needs. They contribute to the ongoing procurement operations of the university, focusing on complex and non-standard procurements, including competitive bidding opportunities. They guide all university areas on significant procurements and influence the final selection of suppliers on large projects affecting the university's strategic direction. They lead the procurement activities at the university by overseeing the Procurement and Contract Services unit and contributing to their unit's operational plans.

The Coordinator, Procurement and Contract Services will:

- Leads and provides supervision to the Procurement and Contract Services unit, informing them of procurement best practices and motivating the team to deliver service excellence to their customers at all levels throughout the university.
- Contribute to the operational needs of the Procurement and Contract Services team by processing requisitions and developing purchase orders and contracts.
- Participate in the university's competitive procurement process, including drafting tender documents, leading competitive bidding processes, and assisting evaluation committees with their selection.
- Contribute to negotiation strategies and, at times, lead negotiations with external suppliers on behalf of requesting departments within the university.
- Review contractual documents, flagging areas of concern as appropriate and recommending strategies to manage risk and enable customer success.

Reporting to the Manager, Procure to Pay, the Coordinator, Procurement and Contract Services plays a leadership role in the complete procurement lifecycle for goods and services required to support Athabasca University's operational and strategic needs. They contribute to the

ongoing procurement operations of the university, focusing on complex and non-standard procurements, including competitive bidding opportunities. They guide all university areas on significant procurements and influence the final selection of suppliers on large projects affecting the university's strategic direction. They lead the procurement activities at the university by overseeing the Procurement and Contract Services unit and contributing to their unit's operational plans.

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- Review contractual documents, flagging areas of concern as appropriate and recommending strategies to manage risk and enable customer success.
- Draft contract terms and conditions, liaising with other areas such as general counsel and risk management as appropriate.
- Help ensure that all university procurements comply with university policies, all relevant trade agreements, and legislation.
- Ensure that procurements deliver the best value for the university.
- Provide advice, analysis, guidance, and assistance to the entire university community on various procurement-related functions, including vendor selection and contractual terms negotiations. The Coordinator plays an active role in these functions and influences the final decision.
- Recommend, develop, implement, and maintain procurement processes, procedures, and policies to maximize efficiency and effectiveness.
- Focus on client needs while minimizing the financial and reputational risks to the university.
- Liaise with purchasing units of other post-secondary institutions in Alberta to ensure best practices and competitive pricing are achieved.
- Support the Procurement and Contracts Services Team in all their endeavours.
- Mentors and motivates others in the Procurement and Contract Services Team in procurement best practices by providing practical advice on handling complex and challenging situations.
- Identifies, assesses, and, where possible, mitigates risks associated with vendor selection, contract negotiations, and other procurement-related activities.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

1. Procurement Operations (60%)

Processes procurement requests with a focus on complex, high-risk, or unusual requests. Drafts various contractual agreements as required, using previously established templates where appropriate. Demonstrates subject matter expertise in drafting non-standard language and evaluating risk and compliance. Reviews internally and externally generated contractual documents, consulting the Manager, Procure to Pay when required.

Advocates the university's position by participating in negotiations concerning contractual agreements or other documents. Seeks approval when necessary.

Works with client departments to understand their procurement needs, providing expert guidance on the most appropriate procurement instruments to return the best value to the university. This may include discussions with the department's Finance Business Partner. Assists client departments with supplier selection and performance monitoring.

Leads competitive procurements for the university by reviewing, drafting or evaluating Requests For Proposal (RFP), Requests for Prequalification (RFPQ), and other tender-related activities. Drafts contractual agreements resulting from competitive procurement processes at the university.

Research procurement-related topics by reviewing other contracts, policies, and legislation as appropriate; drafts alternative language as required.

Verifies that an independent contractor relationship exists and that a contract request does not create any conflicts with AU policy or collective agreements. Liaises with Human Resources and other departments as required.

Arranges for signatures, distribution, and filing of contract documents.

Assists with maintaining the university's contract template library, ensuring that contract templates are up-to-date and relevant, and performing updates as required.

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3. Team Leadership, Mentoring and Support (20%)

Ensures operational requests are equitably distributed among team members to provide excellent customer service. Works with their direct reports to resolve workload issues, providing practical advice on handling complex, challenging, and irregular situations.

Provides mentorship and guidance to other team members in procurement best practices.

4. Client Liaison (15%)

Establishes and maintains effective relationships with internal stakeholders. Collaborate with department leaders to proactively identify and meet their procurement and

contractual needs. Provides sound advice to the Manager, Procure to Pay, Director, Financial Reporting and Operational Services, and other internal stakeholders.

Represents the university and develops good working relationships with external stakeholders such as suppliers, government agencies, and auditors.

Stays abreast of industry trends, best practices, and legislative changes, making recommendations for procedural changes as appropriate. Participates in relevant professional associations, activities, and networks with other organizations, post-secondary institutions, and industry-related partners.

5. Unit Coordination and Planning (5%)

Contributes to the Procurement and Contract Services unit's operational plan. Works with the Manager, Procure to Pay to establish unit objectives and goals and is responsible for ensuring that these are achieved.

Assists with establishing policies and procedures that facilitate the effective and efficient acquisition of resources. Continually strives to achieve process improvements and assesses emerging needs.

Assists user departments with their information and contract reporting requirements.

Performs other duties as assigned.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

Effectively communicates with all levels of university staff on procurement-related processes. Provides appropriate advice and guidance on procurement topics to enable other departments to achieve their procurement goals. Responsible for counselling all university areas to ensure

that they understand proper procurement procedures, especially concerning public tenders. Engages with client departments to understand their business requirements.

Communicates with external entities, including suppliers, government agencies, and auditors. Negotiates contractual terms with suppliers. Working with customers across the university, contributes and influences final contract language using their knowledge of proper procurement practices.

Provides education to their team on procurement practices and provides guidance and motivation in achieving superior service excellence within the Procurement and Contract Services unit.

Contracts are legally binding documents, and the Coordinator, Procurement and Contract Services represents the university when communicating with external parties.

Supervision

This position supervises all positions within the Procurement and Contract Services team.

Impact of service or product

The Coordinator, Procurement and Contract Services, completes requests which support the ongoing business of the university, both through the fulfillment of everyday business needs and through contractual documents in support of the university's strategic goals. As a result, they contribute to complex procurements critical for the success of the university's strategic objectives. At times, they actively negotiate contracts with external suppliers to support complex projects at the university, which often span multiple departments, including IT system, administrative support, and academic endeavours, ensuring that the resultant contracts support the strategic needs of the university. In addition, they play a vital role in successfully implementing these initiatives, as improper supplier selection or vague contract language can lead to unsuccessful deployments.

Risk assessment and proper due diligence are critical to protecting the university's interests. Therefore, the Coordinator, Procurement and Contract Services ensures reasonable due diligence is applied, evaluates risks and ensures compliance with the university's policies and procedures, referring issues to the Manager, Procure to Pay as appropriate.

Educates clients on the university's strategies, policies and processes related to procurement and contract management. Participates as a vital member of the departmental management team and supports and contributes to the team's goals and objectives.

Independence of action

The Coordinator works independently using their judgement and discretion in processing most requests. They demonstrate excellent professional judgement while providing advice and guidance to clients, liaising with the Manager, Procure to Pay only where appropriate. In addition, they use their professional judgment to assess potential risks to the university and

escalate items to the university's internal or external counsel representatives on high-risk items they cannot mitigate.

Complexity

The Coordinator, Procurement and Contract Services, regularly contributes to complex and non-standard procurements. They work on a diverse portfolio of initiatives across all university levels. They evaluate complex contractual documents, often providing guidance directly to other university senior managers and executive members, usually required within strict deadlines. They demonstrate professional expertise while identifying and evaluating risks associated with procurement activities, providing mitigations where appropriate. They work closely with client departments to select the most effective procurement instrument for a given situation. In addition, they sometimes educate client departments on policy and legal restrictions on the procurement process.

Planning

The Coordinator, Procurement and Contract Services, encounters many unique contract situations, and is expected to determine the most effective approach and resolution. As complex procurements are often time-sensitive, they show excellent judgement in prioritizing tasks to ensure success across the university. They also ensure that the Procurement and Contract Services unit achieves its goals and that all work is prioritized correctly in the unit.

Planning is ongoing concerning unit workloads and developing and implementing Procurement and Contract Services programs and processes.

The Coordinator works with the Manager, Procure to Pay, in establishing operational plans for the Procurement and Contract Services unit. The Coordinator provide meaningful input to these plans and are responsible for their fulfilment.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

The position requires a related university degree, preferably in business, administration, or commerce or an SCMP designation, with a minimum of five years of related work experience at a comparable level. Experience in a post-secondary environment is preferred. However, an equivalent combination of education and experience may be considered.

Knowledge of public tendering and competitive bidding is required.

Experience with, and understanding of, contract law and language (including the areas of intellectual property, copyright, tax, and corporate structure), applicable legislation (including procurement, FOIPP, Health Information, WCB, and the difference between employees and contractors), risk management (including due diligence, liability, and other insurance requirements), and familiarity with various trade agreements is considered an asset.

Excellent interpersonal, oral, and written communication, analytical, and organizational skills are essential. Must demonstrate competency in communication with all levels of the university. Proficiency with the Microsoft Office productivity suite is required. Possess sound judgement, ethics, discretion, and the ability to handle multiple priorities.

Maintenance of confidentiality at all times is essential.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.