

JOB DESCRIPTION

JOB TITLE	Contract and Purchasing Specialist
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Director of Corporate Services
EFFECTIVE DATE	January 2021
SALARY GRADE	6

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the direction of the Director of Corporate Services, provide contract management development, support and guidance, as well as purchasing support and guidance to the management of District of Nipissing Social Services Administration Board (DNSSAB).

This position is responsible for developing and maintaining a contract management system to ensure all contracts have been properly executed, are in compliance with the contract terms and conditions, and remain current. These contracts will include property, capital, operating leases, transfer payments and purchased service agreements.

This position will develop contracts using the organization's contract templates, develop new contracts outside of existing templates, and liaise with legal counsel when complex contracts need to be developed and/or reviewed, as well when negotiating contracts and resolving contract disputes as required. Working closely with the senior team, the Contract and Purchasing Specialist will provide expertise and support in creating and managing contracts.

This position will develop, implement and provide oversight of a contract management system that will include the development of policies and procedures to ensure contracts are well within regulatory guidelines and requirements.

In addition to contract management this position will lead purchasing services for the DNSSAB. The position will provide purchasing advice, support and guidance to the management team and the DNSSAB Board and will provide advice to the Nipissing District Housing Corporation as required.

This position is responsible for developing and maintaining purchasing policies for DNSSAB and NDHC in compliance with current legislation and best practices. The position will work closely with DNSSAB's managers and directors to provide expertise and support in the procurement of goods, services and construction for the organization.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section]

1. Be responsible for developing and maintaining the purchasing policy and procedures manual for DNSSAB and NDHC as well as contract management policies and procedures for DNSSAB in line with best practices and current legislation.
2. Be responsible for providing all necessary advice required for purchases authorized by the purchasing policy and procedure manual.
3. Provide guidance and expertise to the senior team on purchasing policy, purchase proposals, non-disclosure agreements, purchase agreement, service contracts, memorandum of understanding, contract amendments (extensions and revisions) and change notices.
4. In close consultation with the originating department, develop procurement documentation that complies with our Purchasing Policy as well as the department's program funding guidelines, and which is structured in a way that maintains consistency of procurement documentation throughout the organization.
5. Lead proponent conferences and be responsible for managing questions that arise throughout the procurement process; issue addenda as required; lead the evaluation process for all evaluators; lead proponent debriefings following award of contracts.
6. Establish purchasing procedures consistent with the purchasing principles set out in the purchasing policy relating to: maintaining appropriate internal controls to ensure accountable processes for purchasing; form, content and use of forms; identification of goods, services and construction which are more effectively acquired through cooperative purchasing; and the process to be followed in issuing, receipt and evaluation of quotations, tenders and requests for proposals, etc.
7. Be responsible for leading the review of the purchasing policy every 5 years or more frequently as required.
8. Prepare reports to the Board to provide the outcomes of competitive purchasing/bid processes.
9. Conduct training to DNSSAB employees and the Board as required to teach the requirements of the Purchasing Policy/Procedures Manual.
10. Assist with special projects in providing purchasing and/or contract knowledge as required, and assist with other corporate services projects as required.
11. Be responsible for reviewing and signing off on Procurement Variance Forms, Direct Negotiation Forms, Disposal of Asset Forms, and other forms as required.
12. Develop contracts using the organization's existing contract templates in collaboration with the senior team and legal counsel as required.
13. Provide advice, guidance and support to departments when contract non-compliance challenges arise, including writing and issuing contract non-compliance letters to service providers.
14. Coordinate Contract signature through DocuSign; upload, set signing officers and download completed files, which are saved to SharePoint and notifications sent to appropriate department contact upon completion.
15. Act as point of contact to external partners for contract signing through DocuSign. Offer assistance when issues arise, send reminders for signature, and make contract corrections as required.
16. Post bid opportunities publicly, through DNSSAB's website, in local newspapers and on the organization's electronic bid platform as the situation requires, as well as posting NDHC bids to the DNSSAB's website on their behalf.
17. Liaise with departments and provide guidance for their management of contracts including ensuring insurance paperwork is in place, reporting, payments and other

compliance requirements.

18. Manage corporate services contracts for goods and services to ensure the delivery of outcomes in line with contract objectives, and customer requirements, including the reporting and status of contractor and the contract deliverables.
19. Maintain a reporting section on SharePoint for departments to track reporting, correspondence, audit reports, etc. that relate to their contracts.
20. Maintain contracts in SharePoint to track contract files, contract expiration dates, contract location, and all amendments to contracts.
21. Prepare contract briefing notes/reports summarizing contractual requirements, financial commitments and budgets as requested.
22. Develop and manage the contract management system based on standard work and procedures using technology to manage workflow and mitigate risk, including the use of DocuSign for contract signatures.
23. Ensure Administration contracts are up to date, review compliance requirements as questions/issues arise and provide recommendations based on allowable actions in accordance with contract clauses.
24. Maintain electronic and physical procurement documents, sign-in sheets, evaluations and other documentation related to procurement.
25. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
26. Act as back-up to the Communications and Executive Coordinator to create committee and Board agendas and packages, coordinate committee and Board meetings and take and issue meeting minutes in keeping with the DNSSAB's Procedural By Laws and DSSAB Act.
27. Other duties as assigned by the Director of Corporate Services.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Post-Secondary Degree or Diploma or Certification in Law, Law Clerk, Paralegal, Contract Management, Supply Chain Management, Public Procurement, or Business Administration and/or an acceptable combination of education and work experience;
- Three (3) years of experience in contract coordination and/or purchasing is preferred;
- Knowledge of Contract development and Contract Law is preferred;
- Knowledge of purchasing and procurement in the public sector is an asset;
- Self-motivated individual capable of working independently and in teams in a dynamic work environment, and able to prioritize workload to meet inflexible deadlines;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders;
- Strong attention to detail, excellent presentation, organizational, time management, problem solving, decision making skills; and able respond to issues using sound judgment;
- Proficiency in Excel with advanced spreadsheet skills, MS Word, PowerPoint and Adobe Acrobat;
- Working knowledge of MS Project, MS SharePoint, considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in French as well as English is an asset.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee works generally towards broad objectives, instructions and policies. Conditions dealt with change frequently. Employee develops solutions to problems from factual background and fundamental principles.

EDUCATION AND SPECIFIC TRAINING

[The level of formalized knowledge required to satisfactorily fill the position – such knowledge is most commonly acquired as a result of time spent in schools, colleges and universities / today's levels and standards are utilized – Education and Work Experience are rated together.]

Graduation from a Post-Secondary Degree or Diploma program or Certification in Law, Law Clerk, Paralegal, Contract Management, Supply Chain Management, Public Procurement or Business Administration and/or an acceptable combination of education and work experience.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

3 years

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others]

May cause substantial delays in a phase of work. May cause serious results (beyond damage and waste) through late delivery, materials shortage or service breakdown. May cause identifiable deterioration in customer, public or employee relations. Errors could be damaging to the organization's credibility or Board's reputation.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Require judgement and tact in order to obtain cooperation and approval for action.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

No direct reports. Give advice on the interpretation of policies and practices.

SCOPE OF SUPERVISION
[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

No direct reports. Indirect supervisory responsibility of management functions.

PHYSICAL DEMANDS
[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration. May involve awkward positions causing strain or fatigue.

WORKING CONDITIONS
[Evaluates the disagreeableness of the job environment from the employee's standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside but with some little exposure to dirt, oil, noise, weather. Limited travelling. Limited injury exposure.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION

Director of Corporate Services' Signature:	
	Dated:
Chief Administrative Officers' Signature:	
	Dated: