

JANUARY 25, 2023

MANAGER, PROCUREMENT

POSITION NUMBER: 00285808

POSITION STATUS: Continuous, Full-Time

DIVISION: Finance & Administration

DEPARTMENT: Finance & Administration

SALARY RANGE: 11 – \$90,467 to \$116,813 (under review)

UNION CATEGORY: PIPSC

FLEXIBILITY PROFILE: Mostly Remote

LOCATION: Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

SUMMARY OF DUTIES

Manages all Procurement operations and activities. Participates in the development of procurement planning strategies and objectives for the NFB. Brings hands-on experience, knowledge and business acumen to the procurement process in the areas of planning, strategy development, and contract formation and management. Contributes to the development and implementation of internal policies and government procurement.

MAJOR RESPONSIBILITIES

- Applies expert knowledge of all government procurement norms and regulations to evaluate specific cases and advise the NFB on obtaining exemptions due to the specific nature of its mandate (production and distribution).
- Plays a key role in the strategic development of the NFB's five-year investment plan and in the development of technology partnerships.
- Develops procurement planning and strategy, including defining detailed requirements, doing background research and market analysis, identifying industry standards and evaluating available contracting options and policy limitations to enable the NFB to make sound, informed decisions on the use of existing contract vehicles or the development of new contracts, standing offers and supply arrangements.
- Focuses on understanding and accurately defining the NFB's requirements, including for projects requiring cutting-edge technology, through the planning of the procurement process, interviews with key stakeholders, and market research on the goods/services relevant to our requirement. The end result is identification of the most compliant and effective procurement mechanism specific to the individual requirements and in accordance with the applicable procurement policy, process and objectives.
- Develops, reviews and supports request for proposal (RFP) package development, including the development of a project-specific statement of work (SOW). Creates a precise and easily understood SOW and technical specifications, in addition to bid-evaluation criteria that are objective, meaningful and easily measured.
- Defines the basis of payment and the financial components of the RFP, the terms and conditions, and instructions to potential bidders. Responds to questions posed by potential bidders during the solicitation period.
- Advises on and supports the development of customized instructions, evaluation grids and matrices to enable the bid-evaluation committee/team and ensure that all bids are evaluated equitably.
- Provides advisory and recording services during the evaluation of proposals and a written Report of the Outcomes to document decisions made by the bid-evaluation committee/team and the rationale for scores received by bidders. When necessary, prepares for debriefing of unsuccessful bidders.

- Acts as the NFB's Procurement key point-of-contact with other government departments, such as PWGSC and SSC, and guides them in fulfilling purchasing requests for the NFB.
- Acts as the NFB Indigenous procurement key point-of-contact with Indigenous Services Canada and actively works with NFB staff involved in the procurement process to direct 5% of the NFB's procurement activities toward Indigenous suppliers, to meet the government's commitment.
- Provides procurement-related consulting, training and support services to enable our staff to respect the Government of Canada's contracting and procurement legislative, regulatory and policy-governance framework.
- Monitors compliance with procurement norms and communicates any irregularities to the Director General, Finance and Administration; acts as a procurement approver in cases of trusteeship.
- Leads negotiations with suppliers for major contracts.
- Tracks and monitors project procurement milestones to ensure on-time deliverables meet project requirements; works together with internal and external stakeholders when issues arise.
- Provides advice and guidance to management on contract-related issues.
- Provides advice and counsel for senior management on procurement operations.
- Continuously looks for ways to standardize and improve processes.
- Reviews and provides expert opinions on procurement-related risk management.
- Manages contract performance by ensuring plans, metrics, and monitoring tools are in place to ensure quality, delivery, compliance with specifications, price, ethics and overall business conditions are met.
- Develops and maintains positive professional relationships with vendors and suppliers, as well as internal clients.
- Manages the sector's human resources in accordance with the NFB's values and policies and in line with the applicable collective agreements; builds effective teams and ensures that synergy, cohesion and a spirit of cooperation are created and maintained within the group.
- Sets clear expectations and evaluates individual and sector performance; establishes performance indicators, sets annual goals and advances talent-development plans.
- Communicates to staff in their sector the objectives and strategies to be pursued, and acts as the sector's spokesperson with internal and external collaborators.

REQUIRED QUALIFICATIONS

- University degree in a relevant discipline, such as Business, Law, Finance and/or Economics;
- Minimum of seven (7) years of progressive experience in a dynamic business environment, including hands-on involvement in contract formation, contract management and project procurement;
- Minimum of two (2) years of experience in personnel management;
- Experience operating within Crown corporations or government environments;
- Membership in Canadian Procurement Council or equivalent;
- Bilingualism in both official languages (French and English), both orally and in writing.

PERSONAL QUALITIES

- Strong work ethics, high level of integrity, tact, diplomacy and discretion;
- Initiative, autonomy, adaptability, strong customer-service orientation and collaboration;
- Exceptional ability to manage multiple tasks simultaneously, according to priorities and deadlines, using an organized, meticulous, structured and rigorous work approach;
- Focussed on results and seeking solutions;
- Ability to establish good interpersonal relationships and to be effective in professional interactions;
- Excellent negotiating and planning skills.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to cv@nfb.ca, BY FEBRUARY 8, 2023, citing competition number: SN-00285808.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.