

Manager, Strategic Procurement, Enterprise Risk, Contracts and Insurance

Position Details

Position Information

Position Title Manager, Strategic Procurement, Enterprise Risk, Contracts and Insurance

Posting Type Permanent

End Date (if applicable)

Classification Title Administration 11

Pay Band 11

Min Salary \$101,298

Max Salary \$126,623

Position Summary Under the direction of Senior Director, Financial Services, the Manager, Strategic Procurement, Enterprise Risk and Contracts, provides leadership on institution-wide procurement projects initiatives. To achieve strategic procurement alignment, the Manager is responsible for the following:

Strategic and Sustainable Procurement and Contract Management:

- Lead the effort to strengthen processes that enable data- driven decision making, increased spend and procurement activity visibility and drive overall implementation of strategic procurement projects using well-structured templates, data tools and models.
- Responsible for leading and managing the College's sustainable procurement program. This role involves developing and implementing procurement strategies that align with the College's sustainability goals and ensure that goods and services are sourced in an environmentally and socially responsible manner. The manager will collaborate with various departments, suppliers, and stakeholders to promote sustainable practices and achieve cost-effective, sustainable procurement solutions. Sustainable procurement implementation and metrics will be reported to the Senior Director, Financial Services.
- Manage interdependencies within and across supply chain by diagnosing vendor, delivery and performance risk and ensuring mitigation actions are put in place and well communicated.
- Incumbent has the knowledge and expertise to provide advice to interdisciplinary project teams and leaders across the organization on the delivery of procurement, contracts, and strategic vendor management relationship.
- Incumbent responsibility also includes building thorough documentation / communication channel for all stakeholders (internal and external) on procurement and strategic sourcing, sustainable procurement, best practices and compliance.
- The incumbent ensures that the College is in compliance with Procurement Policies and Procedures, Broader Public Sector Directives and trade agreements. The incumbent has responsibility of assessing the supply contracts risks and develop process efficiencies to mitigate supply chain/ procurement/ Contracts risk for the college.
- The incumbent, in consultation with the Senior Director, Financial Services has the prime responsibility for leading tendering process, negotiating complex and high dollar value contracts, manage centralised contracts repository, resolving contract disputes.
- The incumbent is responsible for managing, mentoring, growing procurement team, keeping policies and procedures up to date.

Enterprise Risk Management and Insurance:

- The Incumbent provides leadership at the operational level on Enterprise Risk Management and is responsible for supporting the Senior Director, Financial Services with building, centralizing and overseeing the continuing development, implementation and maintenance of an enterprise risk management framework for the College. This includes assisting with the identification and assessment of key risks the

College's strategies and business plans, recommending risk management systems, tools, policies, procedures, and monitoring mechanisms. The domains of risk to be considered include but are not limited to; finance, legal and compliance, people and culture, operational – service delivery, strategic and operational – technology.

- The manager is also responsible for administering the College's insurance portfolio, including the facilitation of filing claims, and the renewal of policies in consultation and coordination with the College's insurance brokers.

Location/Campus	Thunder Bay Campus
Education	
Minimum level of formal education required for the position	4 year degree or equivalent
Specific course(s), certification, qualification, formal training or accreditation required for the position	
Additional Requirements	<ul style="list-style-type: none"> • Organization and leadership skill – necessary for leading complex high risk and high dollar value sourcing projects involving multidisciplinary leadership team. • Conflict resolution skills – an ability to develop meaningful relationships and resolve conflicts by bringing strategic and innovative thought leadership to the College. • Contract negotiation skills – necessary to achieve value add, costs savings and process efficiencies though sourcing and tendering initiatives. • Analytical skills – necessary for providing spend analysis, project timelines, and key performance indicators reporting along with external ministry and public sector procurement reporting. • Contract review, writing and management skills, ensuring the College's risk management is addressed. • Technical skills – advanced knowledge of working with procurement and contracts tools as Bonfire, MERX, procure to pay systems (FAST Millennium, Ellucian Banner) or equivalent, and advanced Excel and PowerPoint skills. • Business judgement and entrepreneurial skills – necessary to make complex business decisions keeping a fine balance between operational continuity and compliance. • Excellent supervision and communication (both oral and written) skills and ability to work in a fast-paced environment with multiple demands.
Field(s) of Study	A four year Business Administration or Commerce degree is required, along with a Chartered Professional Accountant (CPA) preferred, or Certified Supply Chain Management Professional (CSCMP) or Certified Professional Purchasing Officer (CPPO).
Experience	
Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position	Minimum of seven (7) years
Type of Experience	<ul style="list-style-type: none"> • Excellent people skills, managing relationships, facilitating and networking with people at all levels, with diverse interests, backgrounds and goals. • Strong financial acumen and knowledge, with ability to provide sound financial reasoning to complex contracts and projects.

- Contract law and management, with experience in developing, reviewing and managing contracts.
- Leadership experience – necessary to lead, coach and manage a group of professionals including unionized staff
- Financial analysis skills and account reconciliation skills and experience.
- Experienced contract negotiator, proven ability to negotiate high risk, high dollar value contracts.

Posting Detail Information

Posting Number AD-24-59P

Close Date 04/05/2026

Hours of Work 37.5 hrs/week

Shift Type 8:30 - 4:30

Special Instructions to Applicant In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Quick Link for Direct Access to Posting <https://confederationcollege.peopleadmin.ca/postings/6096>

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests 3

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Describe your experience managing public sector procurements and strategic sourcing.
(Open Ended Question)
2. Describe your experience in negotiating contracts and mitigating organizational risk.
(Open Ended Question)
3. Describe how your work experience and education support the requirements of the role.
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents