**LEVEL DEFINITION**

This level covers positions responsible for managing business projects and activities, or the acquisition of significant high value or complex procurements.

**TYPICAL RESPONSIBILITIES**

May include: managing business projects; participating in business process re-engineering and planning; developing business plans and conceptualizations; ensuring procurement policy and process compliance; acting as liaison with project stakeholders, other public sector institutions, granting agencies and government bodies; acting as procurement expert.

**DECISION MAKING /LEVEL OF ACCOUNTABILITY**

Makes decisions regarding all levels of acquisitions and major contracts; the management of projects and the development of business plans and authorizes purchases in accordance within the position’s specified University signing authority.

**SUPERVISION RECEIVED**

Works independently within established policies and guidelines to meet defined objectives and goals. Work is reviewed in terms of achievement of desired project outcomes.

**SUPERVISION EXERCISED**

May manage staff or provides technical direction to others.

**MINIMUM QUALIFICATIONS**

University degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.

*Updated July 1, 2016*