

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: SUPPLY MANAGEMENT Level D, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for managing and leading cross-functional teams involved in complex business or procurement related projects and activities.
TYPICAL RESPONSIBILITIES	May include: managing staff and the procurement activities of a unit or business project; investigating and implementing new opportunities for the University to achieve savings and added value; leading improvement initiatives to enhance business processes at the University; managing supplier performance, contract negotiation, and the University's overall supplier base; and acting as liaison with the Office of University Counsel on all procurement related activities.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding overall procurement policies and procedures; management of an acquisitions unit or business project; and the authorization and implementation of system-wide supplier contract awards.
SUPERVISION RECEIVED	Works independently within broad mandates of both the department and the University. Work is reviewed in terms of overall effectiveness in the delivery of procurement services to the University.
SUPERVISION EXERCISED	Manages and leads cross-functional staff and project teams.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of eight years of related experience, or the equivalent combination of education and experience.