

1 Q. **2013 General Rate Application, Intercompany Transaction Costing Guidelines –**
2 **Exhibit 8**

3 Page 8, line 1-3 - Provide the employee job descriptions for each position within
4 Nalcor's Supply Chain Management department in 2013.

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7 A. The Manager, Supply Chain is the only position in Nalcor relating to Supply Chain
8 Management in 2013 and charging time to Hydro. PUB-NLH-265, Attachment 1
9 contains a copy of the job description.

Manager, Supply Chain Management

Location Information

Company:	Newfoundland & Labrador Hydro
Division:	Finance
Department:	Supply Chain Management
Section:	Administration
Subsection:	
Location:	St. John's

Organization Reporting

Direction Received:

Receives general direction from the General Manager Finance & Corporate Services who ensures the Manager is informed of the general strategic direction of the corporation. Specific departmental objectives and work plans are agreed annually. Work progress is reviewed through periodic meetings as well as verbal and written reports. Has wide latitude for discretion relative to ongoing activities within the framework of existing Corporate policies.

Direction Exercised:

Exercises direct supervision over the Team Lead -Procurement, Team Lead - Asset Management and Administration and Materials Superintendent. Responsible and accountable for approximately 26 employees, both permanent and part time, whose skills range from highly skilled professional to clerical staff. The Manager is responsible for the work performance of these employees and the effectiveness of the work processes under the Manager's discretion.

Job Description

Summary of Job Function:

The Manager, Supply Chain Management is responsible for the planning, leading, organizing and controlling the various Supply Chain Management and Administration processes and functions for the Hydro Group. This management position requires a well-seasoned professional who understands the organization's needs, and can design, communicate and implement cost effective programs to meet those needs.

Overall responsibility for all labour and processes of the Supply Chain Management & Administration departments including the development and implementation of appropriate policies and procedures.

Processes include Administration and Support Services, Procurement, Materials supply, control, and Contract Management. Services provided include purchasing, expediting, freight and courier services, purchasing card program administration, receiving, and storage at seven facilities, inventory control and distribution of materials throughout the Hydro Group. Administration services, at Head Office include Office Services, Building Maintenance, Transportation, Shipping and Receiving. Responsible for the maintenance and distribution of the Hydro Group Policy and Procedure (P&P) Manual, and the Project Management Manual (PMM). Responsible for the development, distribution and implementation of all Standard Contract Documents for the Hydro Group. Management of all contracts for the provision of fuels, lubricants, chemicals and compressed gases for the corporation.

Principal Activities, Duties, and Responsibilities:

Identify all processes related to the department including such processes as Procurement, Administration and Support Services, Contract Management and Materials Control, etc.

Prepares standards, bench marking and performance indices for each process.

Applies the principles of Business Process Improvement on a continuous basis to each process.

Performs required audits on each process to ensure that performance measures are met.

Maintains an up-to-date knowledge of the current market direction and best business practices for the processes within the department.

Ensures that Purchasing, Contract Administration, and Vendor Management programs and systems are implemented, maintained, monitored and controlled to support Hydro's Goods & Services process.

Provides direction and guidance in ensuring internal co-ordination of requests for quotations and tender calls, external co-ordination for public tender advertising and contract documentation distribution, and contract administration, and day-to-day supervision of the Purchasing staff.

Responsible for the preparation, evaluation and award of all Long Term Partnering Agreements.

Responsible for the development, updating, and implementation of the Materials Management Procedures Manual and Corporate Policies and Procedures related to the procurement process.

Participates in the staff selection process to ensure that staff hired, promoted or transferred have the skills necessary and are qualified for the position.

Provides input to decisions relative to promotion, transfer, discipline, discharge and performance appraisal.

Schedules and leads regular staff meetings, attendance at Supervisory meetings and seminars as requested.

Maintains continual liaison with personnel in all divisions to ensure that purchasing concerns are resolved promptly and effectively.

Administers the Office Workers Collective Agreement as it applies to Purchasing Staff.

Maintains good employee morale throughout the Department.

Develops a skilled labour pool to meet the requirements of the business processes. This requires the preparation of up-to-date job description, determination of skill sets and the gaps where training is required.

Manages the labour pool by keeping knowledge up to date regarding labour contracts, employee benefits and performance evaluations while adhering to all corporate policies and procedures.

Prepares and updates a master work plan so that work processes can be managed effectively.

Ensures that the Capital and Operating budgets are prepared in line with Corporate standards and time lines.

Makes all staff aware of the relevant corporate policies and procedures, standards and programs that affect their work processes.

Develop and maintain a comprehensive five-year business plan.

Prepare the five-year operating and capital budgets and administers and controls the budgets within approved limits.

Ensures that department objectives consistent with corporate strategic directions, are established, scheduled and progress monitored.

Ensure departmental active involvement in the Safety and Health Program and annual safety and health objectives are included in the five-year master plan.

Be aware of the Hydro Group's environmental policy and guiding principles, and Corporate objectives, targets and programs.

Be aware of the role of the Department and its senior employees in the management of environmental issues, and support their activities to the degree appropriate.

Job Specifications

Education:

Bachelor degree in Business, or Engineering supplemented by extensive course work in Business Administration or Supply Chain Management, computerized Supply Chain Management Systems or an equivalent combination of training, knowledge and experience.

Experience:

The Manager shall have the required interpersonal skills to effectively manage the work force and have a minimum of 10 years related progressively responsible experience most preferably in the electric utility industry. The Manager must possess the required written and oral skills to communicate effectively.

Special Skills, Job Requirements, Working conditions, Etc.

Proven management skills combined with sound judgement and decision making skills; ability to think conceptually; excellent organizational, interpersonal and communication skills; demonstrate a working knowledge of IT and computerized materials distribution systems. Must possess a good working knowledge of computers with appropriate awareness of various corporate applications as necessary. These may include, but are not limited to, the Microsoft suite of applications, JD Edwards, Showcase Strategy, computerized inventory, and maintenance programs.

Personnel Information

Salary Grade:	HAY 14
Job Number:	451-01
Status:	Active