

JOB DESCRIPTION

BCGEU

1. Position No. 81445, 81502, 33049, 32067, 81501	2. Descriptive Working Title Senior Supply Chain Specialist	3. Present Classification AO 4
4. Department Supply Chain Management	5. Branch/Section Corporate Services	6. Proposed Classification Date Aug 2018
7. Position No. of Supervisor 81399, 80239, 80263	8. Descriptive Work Title of Supervisor Manager, Procurement Manager, Procurement Construction	9. Classification of Supervisor Excluded Management
10. Job Summary		

The Supply Chain Management department is responsible for providing subject matter expertise on public procurement and contract management with respect to the supply of goods and services for all BC Housing Branches and Regional Offices located throughout the Province of British Columbia.

The Senior Supply Chain Specialist is a subject matter expert in Supply Chain Management and is responsible for training, mentoring and leading other employees in the Supply Chain Management department along with internal clients. The position manages large, complex and strategic activities/projects/initiatives and is actively engaged in the continuous improvement process. The Senior Supply Chain Specialist will have a complex portfolio of high-value/high-risk work and will actively engage with external agencies and other ministries such as the BC Construction Association and the Ministry of Justice to establish strong working relationships and improve and streamline processes.

This position regularly reviews and suggests improvements to the Supply Chain Management “tool-kit”, including templates, policy, procedure, guidelines and systems. The incumbent builds collaborative relationships with internal clients and influences decisions in team environments (which may be made up of peers and management) by communicating risks, benefits, options and recommendations.

11. Duties

1. Provide leadership, mentorship and training to Supply Chain Management staff and internal clients:

- a. Provide leadership and mentorship, as the subject matter expert in Supply Chain Management, to client teams across BC Housing engaged in a variety of complex procurement projects.
- b. Provide feedback and advice for improving results to client teams by reviewing their procurement related documents and work.
- c. Develop and conduct training sessions for Supply Chain Management staff and internal clients on Supply Chain Management policy, procedures and best practices.
- d. Provide mentorship, advice and guidance on Supply Chain Management best practices to the department staff with less knowledge and expertise.
- e. Oversee and assist less senior Supply Chain Management staff in conducting the more complicated aspects of their work by reviewing relevant documents/files and providing staff with feedback, learning opportunities and support.
- f. Provide direction and ad-hoc training to non-profit operators that conduct procurements under BC Housing funded projects.

2. Review, recommend and implement improvements to Governance practices:

- a. Identify areas of improvement and act as champion for the development and implementation of strategic Supply Chain Management initiatives.
- b. Regularly review governance documents (trade agreements, policy, procedures, templates etc.) and provide

feedback to management.

- c. Recommend and implement changes to Supply Chain Management policy, procedures and strategies through conducting in-depth research and consultation with cross-branch BCH staff.
- d. Update and educate BC Housing employees on changes in policy, process or templates by conducting briefings to stakeholders or through other forms of appropriate communication.

3. Undertake strategic procurement of construction, renovations, and goods&services:

- a. Manage a portfolio of complex Supply Chain Management activities including: solicitations, vendor management, contract management and leading teams carrying out procurement activities.
- b. Provide advanced technical expertise regarding contracting models (Purchase Orders, Master Purchase Agreements, Personal Services Agreements, Non-disclosure Agreements, CCDC contracts), use this knowledge to work with clients to implement the most appropriate contract model based on the required supply of goods or services.
- c. Develop and write contracts, amendments and terminations of contracts as necessary, ensuring the operational needs of customers are met.
- d. Liaise with external legal services and other subject matter experts to identify, review and mitigate commercial risks associated with solicitations, vendor management and contracts.
- e. Facilitate the evaluation process to assist with the determination of highest ranked Proponent in relation to established evaluation criteria, price, conformance to commodity /service specifications, terms, conditions, etc.
- f. Provide direct assistance to client departments in the preparation of complex requirements or specifications.
- g. Analyze business requirements and determine the best method to provide timely and efficient procurement of construction, renovations, equipment, services and supplies.
- h. Forecast business requirements, bids, proposals, etc. in cooperation with clients and other technical resources, including preparing detailed spreadsheets and/or reports. Provide recommendations to senior staff on the best procurement approach.

4. Conduct and Support Vendor Management:

- a. Possess in-depth knowledge of procurement, contract and construction law which, will be used to assess, recommend and lead teams through challenging commercial issues such as: proponent disputes, contract negotiation, poor vendor performance and vendor termination and replacement.
- b. Provide direction and leadership to projects experiencing poor vendor performance, from time to time take the lead role in addressing performance issues with the vendor directly through: contractual notifications, meetings and following up on rectifying actions.
- c. Act as a point of escalation for resolving vendor performance issues.
- d. Meet with new suppliers to clarify service expectations on contracts.
- e. Develop vendor management strategies.
- f. Research and promote environmentally preferred goods and services, which support the principles and guidelines of the Sustainable Development act. Educate the procurement team on these requirements.
- g. Develop reports to track government procurement initiatives such as Indigenous procurement, green purchasing, and economic development initiatives.

5. Support Client Development and Relationships:

- a. Meet with clients regularly to develop procurement plans and expectations as well as developing a strong working relationship.
- b. Educate clients, including conducting client training sessions, on existing procurement policies, practices and tools available, and provides assistance in a timely manner.
- c. Provide oversight and direction to non-profit organizations conducting solicitations funded through BC Housing.
- d. Work with agencies such as the BC Construction Agency on strategic initiatives and/or to address industry related questions or concerns.
- e. Establish and maintain effective ongoing communications with vendors, public agencies and non-profit societies and represent BC Housing at meetings with Crown Corporations, purchasing groups, committees, etc.

6. Work with Computerized Systems:

- a. Is the subject matter expert on Supply Chain Management systems, establishes and maintains a broad understanding of system capability and applicable processes.
- b. Assists with the development, maintenance and monitoring of the BC Housing – Supply Chain Management intranet site.
- c. Ensures electronic tender files contain required information and documentation to support resulting contract awards.

7. Performs other related duties from time to time as required which do not affect the nature and scope of the work.

STAFFING CRITERIA

1. Position No. 81445, 81502, 33049, 32067, 81501	2. Descriptive Working Title Senior Supply Chain Specialist	3. Present Classification AO 4
4. Education:		

Bachelor degree in a relevant discipline from a recognized university or educational institution; and

Supply chain education from a recognized institution such as:

Purchasing Management Association of Canada - Certified Professional Purchaser program, Strategic Supply Chain Management Leadership Program, Institute of Supply Management - Certified Professional in Supply Management, Public Sector Procurement Program– PSPP; or

A combination of experience and educational courses specifically focused on Supply Chain Management acceptable to the employer may be considered.

Some training in leadership an asset.

5. Knowledge and Skills:

Core Competencies

- Personal Effectiveness.
- Communication Skills.
- Results oriented.
- Teamwork.
- Service Oriented.

Knowledge and Skills

- Possesses a strategic approach to procurement in accomplishing the organization's business objectives while balancing and controlling risk.
- Demonstrated strong leadership, mentorship and training skills.
- Comprehensive knowledge of Canadian construction, tendering and contract law(s) and practices.
- Comprehensive knowledge of Public Procurement requirements and legislation.
- Sound knowledge of the mandate, objective, programs and organization of BC Housing.
- Advanced computer knowledge and advanced skills in Microsoft Office.
- Sound knowledge and advanced skill in use of Supply Chain Management ERP systems.
- Advanced relationship building skills with internal and external clients.
- Advanced ability to manage priorities.
- Effective communication, presentation, negotiation, conflict resolution, consensus building, and interpersonal skills.
- Effective analytical, strategic, critical thinking, decision-making and problem solving skills.
- Demonstrated ability to develop a variety of complex forms of solicitations.

.6. Experience:

A minimum of five years' experience in advanced level positions in Supply Chain Management, including experience in leading complex projects, mentoring staff, consulting stakeholders, preparing reports and providing recommendations for policy and procedural change.

Preference for experience in public sector procurement and construction.

Or an equivalent combination of education and experience acceptable to the employer may be considered.

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