

1. Position No. 80239, 80263	2. Descriptive Working Title MANAGER PROCUREMENT		3. Present Classification Excluded Mgmt
4. Branch CORPORATE SERVICES	5. Department FINANCE	6. Work Location Hybrid - Site Central	Date Rev Dec 2017; July 2022
7. Position No. of Supervisor 32058	8. Descriptive Work Title of Supervisor SENIOR MANAGER, SUPPLY CHAIN SERVICES		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Senior Manager, Supply Chain Services, the Manager, Procurement is responsible for managing the procurement function of construction and operations. He/She/They develops and maintains the supply chain operating infrastructure to support the goals of the Supply Chain team and its decentralized internal stakeholders.

MAJOR RESPONSIBILITIES

1. Develops, recommends and implements a strategy and framework for the procurement function for assigned area (construction and operations) in accordance with client requirements and procurement standards.
2. Conducts key procurements and provides leadership to a team of staff to manage the procurement process. Ensures that high standards of product, service and accountability to client departments and suppliers are met, and that government standards, contractual practices, applicable laws/regulations, and ethical conduct practices are adhered to.
3. Fosters open communication and works closely with internal customers to ensure procurement plans and processes meet ongoing business requirements, and develops new procurement strategies to support emerging needs. Liaises with internal stakeholders to provide advice and training on procurement systems, planning, strategy, process and policy.
4. Develops and manages the Supplier Management Program for the assigned area: ensures key suppliers are identified and performance is monitored and reported; liaises with suppliers regarding bid opportunities, competitive bidding evaluations, payment issues, and contract performance; researches and promotes environmentally preferred goods and services which support the principles and guidelines of the Sustainable Development Act; and helps manage the resolution of post-award contractual issues relating to product and service pricing, delivery and performance.
5. Liaises with major suppliers/contractors to keep current with market conditions, market structures and service/supply performance, convey information regarding purchasing and contracting policies and processes, provide interpretations of contracts, and pursue supply chain opportunities.
6. Develops and maintains the supply chain operating infrastructure, including change management, business system alignment, RFx development/issuance, supplier performance management, market intelligence and training, and develops and provides tools and techniques to support the Supply Chain function.
7. Provides input and recommendations in the planning and formulation of departmental objectives, plans, policies and procedures to ensure accomplishment of business objectives and to negate risks for the overall business.
8. Seeks, establishes and implements ‘best practice’ techniques, and develops opportunities for reducing purchasing costs/supply risk and achieving procurement efficiencies.

9. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish goals.
10. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Manager, Procurement reports to the Senior Manager, Supply Chain Services

The position supervises a team of bargaining unit staff.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in business, finance, economics, or other relevant field.

Designation in a registered Supply Management Program as an accredited Professional, or equivalent combination of training and experience.

Considerable experience in managing the procurement function for a complex public sector organization, including experience in establishing and implementing best practice procurement processes and procedures in a complex administrative and financial environment.

Considerable experience in the relevant area of procurement (i.e. construction and/or operations).

Or an equivalent combination of education, training and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Leadership Competencies

- Alignment & Results
- Relationship Building/Management
- Team Development

Considerable knowledge of the philosophies, practices and processes of procurement, contracting and vendor management.

Good knowledge and understanding of the diverse procurement requirements for a public sector organization.

Good understanding of supply chain processes and "total cost" concepts.

Considerable knowledge of cost and financial analysis.

Good knowledge of trends and developments in the industry and marketplace.

Ability to identify and develop opportunities for reducing purchasing costs/supply risk and achieving procurement efficiencies.

Ability to establish a high level of rapport with Commission management and staff, vendors, contractors and other service providers.

Ability to lead, mentor and motivate staff in a team environment.

Good research, analytical, problem solving, planning and organizational skills.

Excellent oral and written communication skills

Good leadership, facilitation, negotiation, and conflict resolution skills.