

## **JOB DESCRIPTION**

BCGEU

1. Position No. 32212, 32029, 32047, 81503, 81732	2. Descriptive Working Title Procurement Specialist		3. Present Classification AO3
4. Branch Finance	5. Department Procurement Management	6. Work Location Hybrid – Site Central	Date Dec 2019 Revised Feb 2021, Jul 2023
7. Position No. of Supervisor 81399, 80263	8. Descriptive Work Title of Supervisor Mgr, Procurement Mgr, Procurement Construction		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the assigned Manager, the Procurement Specialist uses public procurement guidelines and BC Housing policies, processes, and templates to conduct procurements, assist in managing suppliers and provide recommendations to internal clients (the “client”) engaged in supply chain activities. He/she/they works independently and proactively to support their clients’ procurements and resulting supply contracts which may include but are not limited to: managing solicitations, working collaboratively with the client on solicitations, providing oversight and guidance to the procurement process, and providing recommendations for procurements. The position is responsible for conducting and/or supporting public and selective competitive bids, developing, and implementing strategic procurement strategies for construction/renovations/equipment/services, providing and/or supporting vendor management and developing strong relationships with suppliers and key agencies. The role oversees and facilitates the process supporting the development and issuance of solicitations for the supply of goods and services which involve the strategic, timely and economic acquisition of construction, renovations, equipment, services and supplies.

11. Duties
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### **TENDERING PROCESS**

1. Identifies products/services through report analysis that may be conducive to consolidation and leveraging of volumes and reducing processing costs.
2. Researches, reviews, and helps develop specifications and/or scope requirements that incorporate the client department’s needs while meeting the industry standard.
3. Analyzes procurement specifications to ensure they are conducive to competitive tendering. Ensures adequate justification is provided by the client department.
4. Prepares and issues Requests for Proposals; Requests for Pre-Qualifications, Requests for Standing Offers, etc. for complex Invitational and Public Bid Calls from the marketplace. Advertises, publicly when mandatory, requirements on an electronic tendering service or issues tenders directly to suppliers.
5. Facilitates/manages the tender process for assigned commodity groups and departments or for projects whereby the clients requested Procurement and Supply Chain Services support.
6. Facilitates the evaluation process to assist with the determination of the highest ranked Proponent in relation to established evaluation criteria, price, conformance to commodity/service specifications, terms, conditions, etc.
7. Determines the best source of supply by tender evaluation, application of an existing purchasing agreement, or by other approved procedures.
8. Reviews quoted equivalent alternatives with client departments and provides recommendations. Provides direct assistance to client departments in the preparation of complex requirements or specifications.

9. Surveys markets, develops, and maintains sources of supply for assigned commodities. Interviews with trade representatives and may visit supplier facilities in order to keep abreast of new technologies/products, changing markets conditions, and assessing supplier capability.

#### **STRATEGIC PROCUREMENT OF CONSTRUCTION, RENOVATIONS, EQUIPMENT, SERVICES AND SUPPLIES**

10. Leads procurement projects by assembling cross-functional teams, assesses procurement strategies, carries out spend analysis, and provides forecasting for expenditures and budgeting of procurement spending.
11. Analyzes business cases of staff and/or BC Housing and determines the best method to provide timely and efficient procurement of construction, renovations, equipment, services, and supplies.
12. Forecasts business requirements, bids, proposals, etc. in cooperation with clients and other technical resources, including preparing detailed spreadsheets and/or reports. Provides recommendations to senior staff on the best procurement approach.
13. Negotiates prices and terms and conditions of contracts. Develops and writes contracts, amendments, and terminations of contracts as necessary, ensuring the operational needs of customers are met. Resolves post-contractual problems including non-compliance, non-performance, deliveries, or other defaults.
14. Applies existing procurement policies/procedures and provides advanced technical expertise regarding contract terms and conditions, service level requirements, and other commercial contract terms and conditions.
15. Establishes and maintains effective ongoing communications with vendors, public agencies, and non-profit societies and represents BC Housing at meetings with external stakeholders including Crown Corporations, purchasing groups, and committees.
16. Assists with the development of procurement policy, procedures, and strategies, through in-depth research, and staff consultation.
17. Meets with clients regularly to develop procurement plans and expectations as well as foster a strong working relationship. Educates clients on existing procurement policies, practices, and tools available, and provides assistance in a timely manner.

#### **CONDUCTS AND SUPPORTS VENDOR MANAGEMENT**

18. Meets with new suppliers to clarify service expectations on contracts. Resolves product and service issues through negotiations with suppliers.
19. Assists the assigned manager in establishing vendor management strategies. Develops key supplier performance criteria and processes. Identifies key suppliers and monitors performance using criteria established. Tracks and reports quarterly on supplier activity. Addresses supplier performance issues through official correspondence.
20. Researches and promotes environmentally preferred goods and services, which support the principles and guidelines of the Sustainable Development Act. Educates the procurement team on these requirements.
21. Develops reports to track government procurement initiatives such as Aboriginal procurement, green purchasing, and economic development initiatives.

#### **OTHER DUTIES**

22. Provides advice on supply chain activities and responses to procurement-related inquiries to BC Housing staff.
23. Develops, maintains, and/or monitors databases created for the purchasing systems. Assists with the development, maintenance, and monitoring of the department intranet site.
24. Ensures electronic tender files contain required information and documentation to support resulting contract awards.
25. Ensures data accuracy when updating or creating item numbers, catalogues, templates, address book records, or any other information in the JDE procurement module. Ensures data accuracy when creating contracts and management of contracts in the Contract Life Management System (CLMS).

**Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

**STAFFING CRITERIA**

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4. Education, Training and Experience		

Advanced diploma in operations management, logistics, or other relevant discipline.

Considerable related experience in purchasing and/or contract management.

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

5. Knowledge, Skills and Abilities	
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Considerable knowledge and understanding of procurement and purchasing practices for a variety of supplies and services.
  - Sound knowledge of construction purchasing and their contracts.
  - Sound knowledge of Canadian construction, tendering and contract law(s), and practices.
  - Sound knowledge of Public Procurement requirements and legislation.
  - Sound knowledge of construction, building maintenance and repair, including parts and supplies.
  - Proficiency in the use of MS Office applications (Excel, Word, PowerPoint, and Outlook).
  - Strong decision-making and analytical skills.
  - Strong customer service and presentation skills.
  - Strong verbal and written communication skills.
  - Ability to negotiate prices, terms, and conditions of contracts.
  - Ability to plan, coordinate, and organize purchasing activities.
  - Ability to write, review and/or edit technical reports, specification terms, solicitations, contracts, Request for Proposals, etc.
  - Ability to work and foster relationships with internal and external stakeholders.
  - Ability to analyze, mitigate, and resolve contractual and supplier performance problems.
  - Ability to work under tight deadlines and pressures while managing multiple projects.

6. Occupational Certification	
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