

## Category Manager, Supply Chain Operations Job Number: 44245

The City of Edmonton has been modernizing its Supply Chain capabilities, including the recent creation of Category Management. We're looking for a new hands-on and entrepreneurial leader with strong leadership skills, proven experience, and committed to creating value for our partners and citizens. This position manages the procurement strategy creation, supports procurement execution, is responsible for contract management (from onboarding to close out), and supplier performance/relationship management.

The position leads a team of Category Specialists and Analysts, manages Supply Chain Operations categories (goods/services, operational categories such as engines, transmissions, mechanical and electrical parts, light and heavy duty parts supply, etc.), and is responsible for the development and execution of category strategies for all spend categories within their accountability. Also provides commercial expertise through understanding of the marketplace, industry structure, maturity, new and non-traditional suppliers, identifying value and cost drivers and developing sustainable category strategy and best practice sourcing initiatives involving key critical suppliers. Through extensive knowledge in procurement processes, contract management processes, and the supply chain operations portfolio, the position brings solutions that add value to both SCM and the business partner, in accordance with service levels.

This role reports to the Director Supply Chain Management and is responsible for purchasing, procurement support, contract management, and supplier performance for the effective supply and delivery of the inventoried and non-stock parts, goods and services to support the City's operations. This position builds trust through the demonstration of credibility, capability, reliability, intimacy, and an ethical, organizational-wide focus.

With a focus on the City of Edmonton's Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, the Manager will:

- Establish Category Management objectives, strategies, KPI targets and supplier management strategies
- Oversee planning and execution of all strategic sourcing related to category strategies including RFP support, evaluation criteria development and internal business unit and external supplier communication
- Research broader trends, patterns, and recurrences for business partners to understand unique and repetitive procurement needs
- Deliver sustainable value, mitigate risk, and obtain cost efficiencies for the City, through a thorough understanding of and early engagement with the business areas (partners) to determine requirements, identify demand opportunities and to develop and execute strategies accordingly
- Translate the branch and section strategy and direction into operational plans required to achieve the key priorities and results
- Advance process and technology roadmaps in support of category strategy value delivery
- Identify and prioritize inventoried and non-stock goods and supply chain services, and align resources required to meet the needs of business partners throughout the organization including researching broader trends, patterns, and recurrences to understand each partner's unique procurement needs
- Provide overall leadership to the Category Specialists in the development and implementation of overall category strategies including strategic sourcing, contract negotiations, demand management, process improvement and total cost of ownership models where appropriate
- Ensure staff are empowered and well equipped to perform their roles. Builds and sustains the competency (knowledge, skills and abilities) and capacity of the section to deliver the strategy
- Create integrated approaches to deliver work. Engages and supports staff in developing action plans to enhance communication, solve problems creatively, promote integration and support excellence. Contribute to the design, implementation, and continuous improvement of section and team level processes and practices
- Serve as the key Supply Chain Operations SME with departmental and branch leadership, building and maintaining effective relationships with departments, stakeholders, business partners, and team members
- Develop processes and guidelines relating to purchasing and contract management
- Lead the contract scope development, evaluation, negotiation, management, and close-out, monitoring performance, compliance, and progress, including all relevant communications and documentation
- Act as the primary interface with the supplier to plan for successful contract delivery outcomes
- Develop contract management plans at the appropriate scale of monitoring and reporting, identifying the key elements that impact successful delivery
- Ensure compliance with all applicable Trade Agreements in Procurement and Contract Management activities

### Qualifications:

- Bachelor's degree in Business Administration, Economics, Commerce, Finance or a related discipline. Master's Degree in a related or other field preferred
- Supply Chain Management Professional (SCMP) or Certified Public Purchasing Officer (CPPO) is an asset
- Technical experience in the area of the business partner is an asset (Supply Chain Operations)
- A minimum of seven (7) years diversified procurement or supply chain management experience in a centralized procurement environment performing competitive procurement including a minimum of five (5) years or experience in a leadership role within a large and complex organization
- Over 5 years of experience working with suppliers to procure goods/services within the Supply Chain Operations category
- Demonstrated experience in the following procurement and SCM areas:
  - Demand Planning
  - Procurement / Purchasing
  - Sourcing strategy development and Evaluation
  - Tendering Law
  - Strategic sourcing
  - Category management methodology
  - Contract Management and Contract Negotiation
  - Supplier relationship management
  - RFx Evaluation and RFx Negotiations skills
  - P2P - Procure to Pay processes
  - Public Procurement rules, practices, and Trade Agreements
- Knowledge in project management tools, operations, facility or fleet maintenance, or financial management, preferably within large diverse organizations
- Experience working with Ariba and ERP systems such as SAP or Oracle
- Additional training in financial management; public administration; government relations; project management; and/or change management would be an asset
- Ability to understand and analyze complex technical and contractual information, creating status reports and briefings to senior leadership
- Proven planning and organizational skills to make timely decisions and manage delivery combined with the ability to prioritize workloads and effort within a dynamic environment
- Strong conflict resolution and negotiation skills for solving complex and sensitive issues
- Strong verbal communication and interpersonal skills, with an ability to interact well with a diverse group of executives, colleagues, staff and citizens
- Strong written communication and presentation skills, including report writing
- Recognized organizational change management experience, which emphasizes the people-side of change
- Solid understanding of contract formats and contract law
- Strong interpersonal and customer service skills
- Superior project management, analytical problem-solving, people management skills and financial acumen
- Demonstrates a strong financial acumen in the management and resourcing of the department
- Results oriented, forward thinking, demonstrates change agility and strategic thinking
- Demonstrates excellent leadership capabilities
- Interpersonal, customer service, negotiation, client management, leadership, coaching, and mentoring skills
- Find a way to get things done - skilled in resolving the root cause(s) of complex problems impacting people, process and program issues
- Genuine passion/interest in transformation efforts - is a Change Leader/Agent and can advocate for transformation
- High attention to detail, independent problem solving skills, and the ability to prioritize effectively, especially with regard to forecasting future demand
- Demonstrate service excellence, embracing diversity and promoting inclusiveness
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit (<http://bit.ly/3bH2Ztv>)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit (<http://bit.ly/2PLbz1w>)

Management and Out-of-Scope positions at the City of Edmonton are being reviewed for possible inclusion in the Civic Service Union 52 bargaining unit. If this position is impacted, the incumbent will be notified accordingly.

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact [Employment@edmonton.ca](mailto:Employment@edmonton.ca).

**COVID-19 Notice:** The City of Edmonton has implemented a COVID-19 Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Employees who cannot be fully vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

For more information, please refer to our COVID-19 Vaccination Policy ([bit.ly/3lKwb6j](http://bit.ly/3lKwb6j)) and COVID-19 Vaccination Procedure ([bit.ly/39BICMt](http://bit.ly/39BICMt)).

*Up to 1 permanent full-time position*

**Hours of Work:** 36.9 hours per week, Monday - Friday

**Salary:** \$97,649 - \$122,062 (Annually)

**Talent Acquisition Consultant:** CM/CW

**Classification Title:** Business Strategist

**Posting Date:** Jul 14, 2022

**Closing Date:** Jul 28, 2022 11:59:00 PM (MDT)

**Number of Openings (up to):** 1 - Permanent Full-time

**Union:** Management

**Department:** Corporate Procurement and Supply Services

**Work Location(s):** Richard Paterson Garage, 5710 - 86 St Edmonton T6E 2X3

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