



Senior Buyer – Calgary Board of Education

Who are we?

The Calgary Board of Education (CBE) is the largest school board in western Canada with over 131,000 students and 15,000 employees. Our mission: Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning. We pride ourselves in the values we hold. Students come first. Learning is our central purpose. Public education serves the common good. The CBE encourages an inclusive and equitable workplace, which supports our diverse student and employee community. We encourage all applicants to join our dynamic, diverse, and collaborative culture and welcome applications from all qualified individuals.

When you apply to the CBE, you can feel good about serving our future leaders and contributing to student success.

What does this role look like?

This position is accountable for the procurement planning, sourcing and acquisition of assigned commodities, ensuring the end user receives the correct product and service as requested, at the best total cost of ownership, and in a timely manner, utilizing a sophisticated computerized purchasing and financial system.

The CBE understands the future of work is flexible. In this role, you are eligible to participate in a flexible work program that allows you to work remotely for up to three days a week. A minimum of two days must be in the office. At certain times, you may be required to work in the office more than 2 days per week based on operational requirements.

What will you do?

- Works with Service Units and Schools to assess users' needs, determines appropriate product and service specifications and prices, researches market for suitable solution and ensures required items are sourced and available. Ensures that goods purchased meet specifications and standards and arrange testing if required.
- Recommends alternate, equivalent products or other solutions proactively regarding the provision of goods and services to Service Units and Schools as appropriate.
- Maintains current knowledge of Federal and Provincial regulations and how they affect purchasing procedures to ensure all competitive bid documents confirm to the Agreement on Internal Trade specifications and that all bids are posted on the electronic tender website. Ensures all correct and applicable Freedom of Information and Protection of Privacy (FOIP) legislation clauses appear in tenders, RFP, RFI, quotations and contracts issued on behalf of the Service Units and Schools and that the integrity of the Board is maintained within these clauses.
- Utilizes the Oracle Financial system to generate computerized purchase orders from electronic on-line requisitions for goods, materials or services required by Service Units, Schools, Inventory, or

Facility Services.

- Coordinates purchasing projects as assigned including systems contracts, preferred vendor agreements and capital projects. Records and tracks equipment purchases, equipment service/maintenance schedules, and equipment life expectancy by means of spreadsheet software.
- Initiates action on product defects, shortages, or damages to determine the source of the problem and ensures that defects are rectified.
- Maintains records associated with purchasing and ensures accuracy of all related data. Coordinates delivery of goods and services and expedites over-due orders as required. Expedites problems with payments. Provides input for the Approved for Purchase Catalogue/database.
- Represents the Purchasing Services work unit on committees as required. Participates in cooperative buying projects such as the Public Purchasing Group.
- Performs other related responsibilities as assigned.
- Manages major and complex categories portfolio which may include Infrastructure Technology hardware, software and IT solutions, or Capital Projects, construction and facilities management maintenance and/or other items.
- Develops category strategies for the purchase of all items in assigned portfolio. Work with Service Units and Schools to understand demand, peak periods and requirements to develop purchasing strategies for assigned products and services.
- Performs market analysis to understand market trends, best time for acquisition of goods and services as well as major suppliers of assigned categories.
- Manages relationship with suppliers, develops and monitors KPI's in consultation with client group.
- Identify key, strategic suppliers to implement vendor performance management, host regular performance meetings with suppliers, developing a plan to improve performance when required.
- Act as a liaison between supplier and internal client on any issues, assist in resolving conflicts.
- Manages total cost of ownership to identify savings opportunities across managed categories.
- Ensures Service Unit and School personnel and vendors adhere to ethical purchasing practices by ensuring established CBE procurement processes are being followed for each sourcing process.
- Coordinate the development of Request For Proposal (RFP), Request For Information (RFI), quotation, and tender specifications and prepares and issues documents for specific items and/or for volume purchases.
- Review goods specifications and/or scope of work being sourced and advise appropriate contract to be used for such acquisition.
- Reviews and evaluates completed bid documents from vendors and negotiates contract language with successful bidders under the direction of the internal client and supervisor within CBE guidelines. Issue letter of award as applicable to competitive sourcing events after determination of

all stakeholders. Perform contract lifecycle management through managing supplier's performance as defined on contract KPI's, extending or terminating contracts as required.

- Mentor Buyers on best practices to execute complex RFP's, contract negotiation and supplier relationship management activities.
- Performs other related responsibilities as assigned to meet the purpose and accountabilities of the role.

What qualifications are we looking for?

Education and Experience:

- Undergraduate degree in Supply Chain Management
- Four years demonstrated successful strategic buying and negotiating experience.
- An equivalent combination of directly related post-secondary education and directly related experience may be considered including the Supply Chain Management Professional (SCMP) designation
- Experience/knowledge in microcomputer software applications required.

Demonstrated Skills and Competencies

- Proficient in contract legal terms and conditions.
- Ability to negotiate contracts, both pricing and contract terms.
- Experience managing contracts.
- Experience conducting vendor performance management.
- Strong negotiations skills.
- Knowledge of Oracle financial systems software would be an asset.
- Demonstrated written and strong verbal communication skills.
- Ability to develop positive customer service relationships.
- Effective interpersonal skills.
- Personal suitability.
- This position requires personal transportation to conduct job responsibilities.

Conditions of Employment:

Police Information Clearance: Applicants new to the Calgary Board of Education WHO ARE OFFERED EMPLOYMENT must complete and pass a police information clearance before employment is confirmed.

Competition Info:

Competition Close Date: Tuesday, May 23, 2023 @ 11:59 pm

Salary: Staff Association Grade H, \$39.48 - \$48.82 per hour

FTE: 1.0, 35 hours per week

For more information and to apply, please click on the link [here](#).