

Posting #24-132EM

Manager, Contracts and Supply Chain Management Financial Services Regular, Full time

Purpose

Reporting to the Director of Finance, the Manager of Contracts and Supply Chain Management supervises the procurement, contracts and distribution services activity and operations at the University of Northern British Columbia (UNBC). Central to the role is communicating policy and procedure and providing advice and guidance to the UNBC staff and faculty on matters related to procurement, competitive bidding, and contracting.

Responsibilities

Specific duties include but are not limited to:

- Supervising a team of procurement and contracts staff including a dotted line relationship to research contracts specialist;
- Supervising the distribution services team responsible for shipping/receiving, mail services and storage warehouse management;
- Ensuring excellent customer service delivery within the purchasing policy parameters;
- Assuming primary responsibility for the competitive bidding process and day to day procurement activities of Contracts and Supply Chain Management;
- Creating a positive work environment by supporting and empowering employees to complete a high volume of tasks on tight deadlines;
- Coaching and mentoring staff, identifying professional development gaps and opportunities;
- Identifying and leading strategic process improvement initiatives;
- Working collaboratively with other Finance leaders on joint systems and procedural projects;
- Working collaboratively with Risk, Policy and Information Security to ensure compliance in contracts and purchase orders;
- Understanding and monitoring the legal, legislative, regulatory and industry environments for procurement and supply chain management issues and trends, and being able to incorporate this into the operations and processes at UNBC in a proactive manner and;
- Coaching internal clients on procurement strategy for new sourcing initiatives.

Qualifications

The successful applicant will have a University Degree in business or related discipline and a recognized professional Supply Chain designation, along with a minimum of seven (7) years of procurement and supply management experience at a senior level. An equivalent combination of education and experience may be considered.

A minimum of five (5) years supervisory experience is required, preferably in a union environment.



The applicant should possess advanced competitive sourcing skill using a variety of RFX as well as complex contract drafting and terms and conditions negotiation.

Some experience in public sector procurement is preferred to understand public procurement practice, transparency, trade and competitive bidding law. An understanding of fund accounting is desirable.

The applicant shall be able to demonstrate initiative and project management successes in continuous improvement whether policy, procedure, or technology. Understand advanced education issues, including impact of various funding agency rules and regulations.

Excellent verbal and written communication skills are essential for this role. The applicant shall be able to work with a wide range of internal clients to deliver goods, services, and contracts that meet requirements while ensuring compliance with purchasing policy.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$94,000.00 to \$106,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday. Flexibility in the work schedule is expected for attendance at events, meetings, presentations, and to oversee staff and activities. Occasional travel may be required.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.



Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-132EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 12, 2024. Applications will be accepted until the position is filled.

