

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The *q'ícá'y* - Katzie, the *q'wa:níł'ən* - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

Job Summary

Reporting to the Manager, Purchasing, the Strategic Sourcing Lead plays a critical role in advancing the strategic procurement initiatives of Surrey Schools. This position is responsible for leading end-to-end sourcing activities, developing supplier relationships, and collaborating with internal stakeholders to ensure the acquisition of goods and services meets educational, operational, and financial goals. The Strategic Sourcing Lead will apply best practices in public sector procurement to achieve cost savings, operational efficiency, timely delivery and innovation while ensuring compliance with District policies, laws and regulations.

Responsibilities

- Develop and implement procurement policies, strategies, and sourcing initiatives for assigned categories (i.e. Capital Projects, Education, Facilities, IT, etc.), demonstrating visionary leadership.
- Supervise and lead sourcing team, ensuring efficiency and compliance with procurement policies, laws, and regulations.

LEADERSHIP IN LEARNING

- Building and maintaining a team, including participating in the hiring process, training of new staff and ongoing mentorship and guidance of all staff.
- Lead cross-functional teams in executing category-specific strategies, fostering a collaborative and innovative environment.
- Conduct market analysis and supplier assessments to identify cost-saving opportunities and enhance process efficiencies.
- Vendor Management via relationship management, performance evaluations, risk assessments, etc.
- Developing and maintaining performance standards, ensuring clear deliverables and that service levels are met.
- Forge strong partnerships with internal stakeholders, leveraging active listening and effective communication to address procurement needs.
- Drive contract negotiations with suppliers, securing favorable terms while safeguarding organizational interests.
- Manage procurement projects from inception to completion, demonstrating strong project leadership skills to continuously improve processes and accelerate outcomes.
- Utilize data analytics , such as usage reports, vendor spending, order metrics, etc., to drive decision-making and innovation.
- Stay updated on industry trends and regulatory changes, leading the department to adopt the best practices.

QUALIFICATIONS

Education & Experience

- Minimum of six years of progressive experience in procurement or a related field.
- Bachelor's degree in business administration, supply chain management, or a related field preferred.
- Relevant certifications or professional designations in procurement or supply chain management.
- Minimum of three years of experiencing leading complex procurement projects.
- Experience in strategic sourcing in various commodities, such as Capital Projects, IT, Furniture, Classroom Supplies, Services, etc.
- Experience with various procurement tendering tools and RFx processes.
- Experience managing direct reports.

Knowledge, Skills, Abilities

- In-depth understanding of procurement principles, ethics, practices, and regulations.
- In-depth knowledge of public procurement laws, governing treaties and tendering methods (i.e. RFx's).
- Able to identify the appropriate tendering processes based on project needs.
- Exceptional communication and interpersonal skills, with the ability to inspire and motivate teams.
- Strong leadership and team collaboration abilities, fostering a culture of excellence.
- Advanced analytical, decision-making and negotiation skills.

LEADERSHIP IN LEARNING

- High proficiency in project management methodologies.
- Ability to handle a high pace work environment managing multiple and competing priorities effectively.
- High proficiency in relevant software applications (eProcurement, ERP, MS Teams, Office, Excel, PowerBI).
- Strong relationship management skills for work with vendors, staff and various stakeholders.

Licenses, Certificates, and Registrations

- Supply Chain Management Professional (SCMP) designation or equivalent certification.
- National Institute of Supply Chain Leaders, offers the Certified Supply Chain Leader (CSCL) designation, which is now paired with the prestigious MCIPS (Member of the Chartered Institute of Procurement & Supply) designation
- National Institute of Supply Chain Leaders, Certified Supply Chain Leader - Member of the Chartered Institute of Procurement & Supply (NISCL/CSCL-MCIPS) designation is considered an asset.
- Active membership in recognized supply chain management associations.
- Project Management certificate or equivalent preferred.

What we're offering

- Comprehensive Benefits Package
 - Extended Medical, Vision and Dental
 - Life Insurance, Short-Term and Long-Term Disability
 - Employee Family Assistance Program
 - Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

The salary range for this position is \$90,291 to \$112,864 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

Qualified applicants can apply on Make a Future at <https://buff.ly/VEWgLNI> by clicking the "apply" button to the right of the posting. The closing date for this position is September 29, 2025, at 4:00pm.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.

LEADERSHIP IN LEARNING