

JOB DESCRIPTION

BCGEU

1. Position No. 81445, 81502, 33049, 32067, 81501, 81687	2. Descriptive Working Title Senior Supply Chain Specialist	3. Present Classification AO 4
4. Department Supply Chain Management	5. Branch/Section Corporate Services	6. Proposed Classification Date Aug 2018 Revised Mar 2021
7. Position No. of Supervisor 81399, 80239, 80263	8. Descriptive Work Title of Supervisor Manager, Procurement Manager, Procurement Construction	9. Classification of Supervisor Excluded Management
10. Job Summary		

Reporting to the Manager, Procurement or Manager, Procurement Construction, the Senior Supply Chain Specialist is a subject matter expert in Supply Chain Management and is responsible for training, mentoring and leading other employees in the Supply Chain Management department along with internal clients. He/she/they manages large, complex and strategic activities/projects/initiatives and is actively engaged in the continuous improvement process. The incumbent will have a complex portfolio of high-value/high-risk work and will actively engage with external agencies and other ministries such as the BC Construction Association and the Ministry of Justice to establish strong working relationships and improve and streamline processes. He/she/they regularly reviews and suggests improvements to the Supply Chain Management “tool-kit”, including templates, policy, procedure, guidelines and systems. The incumbent builds collaborative relationships with internal clients and influences decisions in team environments by communicating risks, benefits, options and recommendations.

11. Duties

1. Provides leadership, mentorship and training to Supply Chain Management staff and internal clients:

- a. Provides leadership and mentorship, as the subject matter expert in Supply Chain Management, to client teams across BC Housing engaged in a variety of complex procurement projects.
- b. Provides feedback and advice for improving results to client teams by reviewing their procurement related documents and work.
- c. Develops and conducts training sessions for Supply Chain Management staff and internal clients on Supply Chain Management policy, procedures and best practices.
- d. Provides mentorship, advice and guidance on Supply Chain Management best practices to the department staff with less knowledge and expertise.
- e. Oversees and assists less senior Supply Chain Management staff in conducting the more complicated aspects of their work by reviewing relevant documents/files and providing staff with feedback, learning opportunities and support.
- f. Provides direction and ad-hoc training to non-profit operators that conduct procurements under BC Housing funded projects.

2. Reviews, recommends and implements improvements to Governance practices:

- a. Identifies areas of improvement and acts as champion for the development and implementation of strategic Supply Chain Management initiatives.
- b. Reviews governance documents (trade agreements, policy, procedures, templates etc.) and provides feedback to management.
- c. Recommends and implements changes to Supply Chain Management policy, procedures and strategies through conducting in-depth research and consultation with cross-branch BCH staff.
- d. Updates and educates BC Housing employees on changes in policy, process or templates by conducting briefings to stakeholders or through other forms of appropriate communication.

3. Undertakes strategic procurement of construction, renovations, and goods & services:

- a. Manages a portfolio of complex Supply Chain Management activities including: solicitations, vendor management, contract management and leading teams carrying out procurement activities.
- b. Provides advanced technical expertise regarding contracting models (Purchase Orders, Master Purchase Agreements, Personal Services Agreements, Non-disclosure Agreements, CCDC contracts), uses this knowledge to work with clients to implement the most appropriate contract model based on the required supply of goods or services.
- c. Develops and writes contracts, amendments and terminations of contracts as necessary, ensuring the operational needs of customers are met.
- d. Liaises with external legal services and other subject matter experts to identify, review and mitigate commercial risks associated with solicitations, vendor management and contracts.
- e. Facilitates the evaluation process to assist with the determination of highest ranked Proponent in relation to established evaluation criteria, price, conformance to commodity /service specifications, terms, conditions, etc.
- f. Provides direct assistance to client departments in the preparation of complex requirements or specifications.
- g. Analyzes business requirements and determines the best method to provide timely and efficient procurement of construction, renovations, equipment, services and supplies.
- h. 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.

4. Conducts and supports vendor management:

- a. Possesses in-depth knowledge of procurement, contract and construction law which, will be used to assess, recommend and lead teams through challenging commercial issues such as: proponent disputes, contract negotiation, poor vendor performance and vendor termination and replacement.
- b. Provides direction and leadership to projects experiencing poor vendor performance, from time to time take the lead role in addressing performance issues with the vendor directly through: contractual notifications, meetings and following up on rectifying actions.
- c. Acts as a point of escalation for resolving vendor performance issues.
- d. Meets with new suppliers to clarify service expectations on contracts.
- e. Develops vendor management strategies.
- f. Researches and promotes environmentally preferred goods and services, which support the principles and guidelines of the Sustainable Development act. Educate the procurement team on these requirements.
- g. Develops reports to track government procurement initiatives such as Indigenous procurement, green purchasing, and economic development initiatives.

5. Supports client development and relationships:

- a. Meets with clients regularly to develop procurement plans and expectations as well as developing a strong working relationship.
- b. Educates clients, including conducting client training sessions, on existing procurement policies, practices and tools available, and provides assistance in a timely manner.
- c. Provides oversight and direction to non-profit organizations conducting solicitations funded through BC Housing.
- d. Works with agencies such as the BC Construction Agency on strategic initiatives and/or to address industry related questions or concerns.
- e. Establishes and maintains effective ongoing communications with vendors, public agencies and non-profit societies and represent BC Housing at meetings with Crown Corporations, purchasing groups, committees, etc.

6. Works with computerized systems:

- a. Acts as the subject matter expert on Supply Chain Management systems, establishes and maintains a broad understanding of system capability and applicable processes.
- b. Assists with the development, maintenance and monitoring of the BC Housing – Supply Chain Management intranet site.
- c. Ensures electronic tender files contain required information and documentation to support resulting contract awards.

7. 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

1. Position No. 81445, 81502, 33049, 32067, 81501, 81687	2. Descriptive Working Title Senior Supply Chain Specialist	3. Present Classification AO 4
4. Education, Training and Experience		

Bachelor's degree in Supply Chain Management or other relevant discipline

Supply chain certification from a recognized institution such as Supply Chain Canada – Supply Chain Management Professional program, Strategic Supply Chain Management Leadership Program, Institute of Supply Management - Certified Professional in Supply Management, Public Sector Procurement Program – PSPP

Considerable experience in a leadership role, training, public sector procurement and construction.

Extensive experience in leading complex projects, mentoring staff, consulting stakeholders, preparing reports and providing recommendations for policy and procedural change.

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

5. Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness.
- Communication Skills.
- Results oriented.
- Teamwork.
- Service Oriented.

- Considerable knowledge of Canadian construction, tendering and contract laws and practices.
- Considerable knowledge of Public Procurement requirements and legislation.
- Sound knowledge of the mandate, objective, programs and organization of BC Housing.
- Sound knowledge and skill in use of Supply Chain Management ERP systems.
- Strong leadership, mentorship and training skills.
- Excellent relationship building skills with internal and external clients.
- Excellent communication, presentation, negotiation, conflict resolution, consensus building, and interpersonal skills.
- Strong analytical, strategic, critical thinking, decision-making and problem solving skills.
- Proficient in the use of Microsoft Office suite applications
- Ability to use a strategic approach to procurement to accomplish the organization's business objectives while balancing and controlling risk.
- Ability to manage multiple priorities.
- Ability to develop a variety of complex forms of solicitations.

6. Occupational Certification
