

# Exempt Job Posting



Job Title: TL Category Manager  
Job ID: 20190825  
Location: Sapperton  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## Division

Finance & Corporate Services

## Department

Procurement

## Responsibilities

### PRIMARY PURPOSE

Performs Category Management and manages tactical procurement for an assigned category. Develops and implements processes and procedures for sourcing and procurement within category and negotiates, manages, monitors contracts for compliance, supplier optimization, commercial terms, improvements, modifications or renewal.

### KEY ACCOUNTABILITIES

- Manages major capital procurement and development and implementation of category-specific strategies, including in-depth market analysis, best-practice review, demand-pattern analysis and development of requirements for high-risk complex commercial transactions. Oversees competitive solicitation process (requirements gathering, procurement strategy, negotiation, and implementation) for procurement activities within the assigned category.
- Develops and implements processes and procedures for sourcing and procurement within category. Works collaboratively with internal customers to develop policies that support the overall category strategy.
- Manages supplier and stakeholder relationships and acts as interface between internal clients, projects and suppliers. Collaborates with suppliers to analyze and develop marketplace capabilities. Provides senior technical category expertise to leaders across TransLink to help identify business requirements and improvement opportunities for assigned category, including changes to the business relationship model (i.e. outsource, in-source, co-op, etc.). Advises senior leaders on the implementation of associated changes.
- Negotiates and signs off on new contracts. Manages and monitors existing contracts for compliance, supplier optimization, commercial terms, improvements, modifications or renewal. Ensures that internal customer' project/supply needs are met, taking corrective action where necessary.
- Manages category performance by establishing performance measures (e.g. annual cost improvement targets, savings results, contract and supplier performance, efficiency gains, leakage "spend tracks" etc.) analyzing and reporting on results, and managing any modifications to the portfolio. Conducts periodic Business Partner reviews, addressing both performance metrics and continuous improvement activities while actively soliciting internal customers and procurement staff for feedback.

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- Researches and benchmarks industry best-practices and presents marketplace findings to support the management of the overall category strategy.
- Conducts category strategy peer review meetings and acts as subject matter expert on the assigned category.
- Performs all staff management functions such as selection, training, performance management, coaching and development. Leads cross-functional teams in sourcing and procurement initiatives and projects.

## Qualifications

### Education and Experience:

The requirements for this position are acquired through completion of a Bachelor's Degree in Business or a related field plus seven (7) years of progressive experience in a hybrid or complex procurement and /or supply organization including three (3) years within Category Management.

### Other Requirements:

- Advanced knowledge of concepts and principles of project and vendor management along with supply chain
- Strong knowledge of category management, strategic sourcing, including advanced market knowledge of assigned category and business case development
- Strong knowledge of private and public-sector best practices in procurement including laws of competitive bidding along with procurement concepts, practices and all phases of procurement process from planning to implementation.
- Strong interpersonal skills and the ability to participate in and/or lead cross-functional, cross-entity teams.
- Strong skills in creatively structuring commercial solicitations and relationship designs to meet the diverse organization needs and market conditions
- Advanced level of business acumen (including financial analysis, accounting, mathematical and problem-solving skills)
- Advanced written and oral communication skills, including strong ability to negotiate, facilitate and deliver presentations. Strong ability to exercise diplomacy and tact and to build consensus.
- Strong leadership, coaching, mentoring and management ability
- Sound planning, organization, and time management skills
- Industry designation (e.g. SCMP, CSCP, CIPS or P.Log) is an asset

## Other Information

Posting Reason: Replacement  
Number of Available Positions: 1

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Please note: An equivalent combination of education and experience may also be considered.

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Once in the process, testing will be used to confirm this suitability and all internal applicants will be required to obtain a pass mark of 70% on each component of the testing to demonstrate a minimum level of proficiency in the position.

Discipline and attendance are performance factors and will be assessed during the job selection process.

## Work Schedule

37.5 hours per week

## Rate of Pay

Grade: 07  
Salary: \$97,190 to \$121,4788 per annum

## How to Apply

Please click the 'Apply' button at the top right corner of the page, or visit <http://q/mycmbc.ca>, [mybcrtc.ca](http://q/mybcrtc.ca) to apply for this position and view other job opportunities.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Questions regarding this competition can be directed to Kajal Ram at [Kajal.Ram@translink.ca](mailto:Kajal.Ram@translink.ca) or at 778-375-7884.

Please ensure your application is received before the posting deadline.

Posting Date: 12 December 2019

Closing Date: 19 December 2019

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@TransLink.ca](mailto:jobs@TransLink.ca).