

Source: **BC Hydro**  
Job Title: **Manager, Procurement Services**  
Job Number: **BCH-R-5348-230824E1**  
Job Location: **Burnaby, British Columbia, Canada**

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Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

## **JOB DESCRIPTION**

### **Duties:**

- \* Accountable for a team of professionals engaged in the delivery of sourcing services for a wide range of medium to high value, complexity and risk commodities and services in client groups across the organization
- \* Monitors team operation to ensure overall compliance with corporate and industry standards and policies, and to mitigate exposure to risk
- \* Ensures consistency in training, business process, client experience and application of policy across the portfolio, as well as effectively managing workload across the portfolio optimizing all available resources
- \* Supports sustainment of Supply Chain Applications (SCA) as the business lead providing guidance and input on business processes and priorities to sustainment team
- \* Provides input on defect resolution, as well as testing and prioritizing of system enhancements
- \* Provides input into corporate policy development and interprets existing procurement and sourcing policies impacting the team. Adapts policies for specific services and commodities by development guidelines and tools for their application to meet business needs
- \* Monitors compliance and initiates action to correct deficiencies in department sourcing and procurement controls
- \* Monitors team development and delivery of sourcing activities and strategy implementation to achieve optimum value to BC Hydro. Consults with managers on med-high value, complexity, and risk RFPs where relationships, perceptions, political considerations, long term impacts or other factors require escalation and resolution
- \* As an active member of the Purchasing management team, contributes to the development and implementation of the expiring contract plan, by reviewing local, regional and national economic and market trends in categories of spend specific to services, products and materials undergoing sourcing activities. Incorporates benchmark information from other utilities and agencies where available. Identifies sourcing options such as supplier consolidation, regional diversification of spend, security of supply options, assesses potential impact on spend reduction and vendor management and presents sourcing strategies to compliment and support the achievement

of business objectives and KPIs for low to medium risk spend categories. Scope of planning impacts the spend for all services and materials identified in the expiring contracts plan assigned to Purchasing

- \* Consults with Supply Chain Central Services team metrics specialists, develops Key Performance Indicators to measure team operation and outputs consistent with overall Business Group KPIs for procurement and sourcing
- \* Reports regularly to senior management on sourcing status including cycle times, compliance, customer satisfaction levels, cost savings/cost avoidance, transaction reduction and other productivity metrics. Where trends affecting positive team performance are encountered, plans and implements corrective action to ensure team success. This may include realignment of roles and responsibilities
- \* Accountable for managing and meeting annual cost centre operating and staffing budget targets
- \* Leads the development of effective relationships with key internal and external contacts including client groups, governance specialists, vendors and suppliers, counterparts in other crown corporations and external agencies. At the senior management level (M3 and up), resolves client group concerns escalated by team managers. Maintains liaison with in-house legal counsel in unique or highly complex situations involving risk, liability and/or non-compliance. Maintains regular contact with senior managers in business areas such as operations, PCM, Construction Services, IT and Properties to facilitate effective problem-solving around capacity, quality, and requirements affecting sourcing strategies
- \* Provides guidance to managers, procurement professionals and evaluation teams in the development of key procurement documents (strategies, recommendations, briefings, etc.) which will achieve success in securing services or materials while establishing and maintaining positive and productive supplier relations throughout the life of the contract and beyond
- \* Maintains up to date knowledge of best practices, policies, systems procedures, legal requirements and market conditions affecting procurement, sourcing and contract management across all business groups through regular networking with internal sourcing counterparts, professional associations and industry contacts
- \* Problem solving is carried out independently and with a significant level of freedom to act when making decisions around sourcing strategies, negotiation of medium to high impact contracts and ensuring appropriate controls are in place to mitigate risk. This position is expected to enact operational solutions independently, with the exception of those which have the potential for political ramifications, may involve reputational risk with key high spend vendors (and subsequent public perception of Hydro's image) or involve exceptions to policy where substantial risk or liability may result
- \* Oversees the development and implementation of work procedures to enhance efficiency and productivity throughout the team. In consultation with team, implements new and changed procedures, and communicates those changes to all affected users
- \* Identifies and pursues opportunities to enhance business processes relating to the provision of sourcing services. The emphasis on cost avoidance, spend reduction, mitigation of risk and benchmarking with the industry average requires creativity and innovation in the identification of potential economies of scale to facilitate reduction in transaction number and improve cycle time efficiencies
- \* Facilitates recruitment, coaching, training and performance management activities and resolves employee relations issues

#### **Qualifications:**

- \* University degree in business, supply chain, finance or related discipline (Master preferred)
- \* Minimum of ten (10) years of operational procurement leadership experience supporting large complex enterprises

- \* One or more professional designations and/or certifications (e.g. SCMP, APICS, PMP, CPA, etc.)
- \* Experience in managing complex multi-function, multi-business unit projects with medium-high risk impacts, resources (financial, technical, people) and establishing schedules/timelines across functions
- \* Experience in leading the development of effective relationships with key internal and external contacts including client groups, vendors and suppliers, counterparts in other crown corporations and external agencies
- \* Ability to exercise independent judgment in moderately complex, medium impact problem solving

## ADDITIONAL INFORMATION

#CPGN1

### How to Apply

Interested candidates should submit their applications online at [https://app.bchydro.com/careers/current\\_opp.html](https://app.bchydro.com/careers/current_opp.html) by **September 15, 2023**.

[Click here](#) to access the job posting or visit the [BC Hydro "Current Opportunities" Careers page](#) to view and apply for jobs.

**You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.**

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

We are safe.

We are here for our customers.

We are one team.

We include everyone.

We act with integrity and respect.

We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at [Recruitmenthelp@BCHydro.com](mailto:Recruitmenthelp@BCHydro.com)

Flexible work model role definitions  
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Our four role types identify the degree of flexibility an employee could have to work from home based on the type of work they do. The flexibility for an individual job is up to the manager for each position and the operational requirements. Employees also have the right to work full-time from the office if they prefer. All of our roles require at least some in-person time.

IBEW/Field – No option to work from home

Resident – Works primarily (4+ days per week) in the office.

Hybrid – May be able to work from home up to 3 days per week.

Remote – Works from home 4+ days per week