

Source: **BC Hydro**
Job Title: **Procurement Advisor - Indigenous Procurement**
Job Number: **BCH-R-0196-211123E1**
Job Location: **Burnaby, British Columbia, Canada**

We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

JOB DESCRIPTION

Duties:

- * As a subject matter expert in procurement and Indigenous relations, provides leadership, guidance and strategic advice on Indigenous procurement, in accordance with BC Hydro procurement policies and processes.
- * Enhances awareness and understanding of BC Hydro's Indigenous Contract & Procurement Policy at all levels within the organization and external to BC Hydro.
- * Participates in the identification, development and roll out of business process improvements to enhance the operational efficiency of Indigenous procurement, including designing and drafting documentation, forms, templates, etc., to ensure consistent application of the Policy across the organization.
- * Works collaboratively with business groups to identify Indigenous procurement opportunities, recommends procurement models and appropriate sourcing methods, and supports the development and implementation of Indigenous procurement strategies.
- * Participates in strategic planning and needs assessment for BC Hydro's Indigenous procurement targets and commitments.
- * Reports regularly to the department manager on the status of Indigenous procurement initiatives, troubleshoots and escalates any issues that may negatively impact the success of the procurement process, along with recommendations for resolution.
- * Coordinates Indigenous Relations Supply Chain meetings, responds to Indigenous Procurement queries, and manages Indigenous procurement records and reporting requirements.
- * Facilitates outreach to Indigenous communities and businesses to support business development through educational and other initiatives.

* Develops and maintains positive relationships with key stakeholders at all levels within the organization and external to BC Hydro.

Qualifications:

- * University Degree.
- * A Supply Chain Management Professional (SCMP) designation or equivalent.
- * Minimum of 8 years of procurement and sourcing experience or equivalent.
- * Experience working with Indigenous groups, including ability to build positive relationships with Indigenous communities and businesses.
- * Experience planning and leading procurement processes, including drafting procurement strategies and contracting documents, leading evaluations and negotiations, and managing supplier relationships. Strong knowledge of public sector sourcing, contract and competitive bid laws, and supply chain policies, procedures and best practices.
- * Experience collaborating with cross-functional teams in complex business environments, with multiple stakeholders and strategic considerations. Sound judgment, strategic and pragmatic thinking, and a growth mindset. Able to make decisions taking into consideration a diversity of perspectives. Plans ahead, anticipates problems, facilitates solutions, and looks for ways to make process improvements.
- * Experience communicating effectively to a wide range of audiences, both in writing (e.g. briefings, announcements, brochures) and verbally (e.g. presentations, meetings, one-on-one). Ability to prepare and deliver engaging PowerPoint presentations, and to adapt communication style to meet audience needs.
- * Experience operating within a Crown corporation or government environment considered an asset.
- * Excellent interpersonal, written and verbal communication, presentation, negotiation, planning and organizational skills.
- * Excellent MS Office skills, including MS Word, Excel, and PowerPoint.

ADDITIONAL INFORMATION

- * Must be willing to travel.
- * Valid class 5 driver's license required * BC Hydro employees will be required to provide proof that they are fully vaccinated effective November 22, 2021.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **December 8, 2021**.

[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.