



Making a difference...together

Manager Procurement

Leadership Opportunity

Req ID: 1292

Division: Financial Services

Regular/ Auxiliary: Regular

Hours of Work: 70 hours bi-weekly

Position Purpose

This position is the business process owner for procurement at the CRD. This includes design, development, and streamlining of administrative functions and processes, including procurement, and purchasing procedures, procurements above certain financial thresholds or of strategic importance, and best practices in supply chain and inventory management. The Manager, Procurement is the subject matter expert and responsible for ensuring the consistent application of procurement and purchasing policies and, with Legal Services, providing compliance advice to various departments throughout the CRD. This position also provides guidance and direction regarding procurement systems and processes. This position is the primary point of contact for staff inquiries and refers matters relating to purchasing to supporting departments within the CRD.

Key Accountabilities/Position Outcomes

- Leads the design and development of centralized and/or hybrid-decentralized purchasing functions (as applicable) in alignment with approved resourcing and organizational development plans.
- Accountable for administration of procurement functions including developing and enforcing purchasing policies; overseeing tendering/requests for proposals; and competitive/noncompetitive processes.
- Advances procurement as a “Centre of Excellence” through the creation and distribution of training materials, business processes, record keeping, and templates.
- Acts as the primary point of contact for procurement inquiries, internal and external, referring matters to supporting departments where appropriate.
- Identifies opportunities for strategic procurement, new/emerging procurement initiatives (e.g., alternative service delivery, green procurement, and indigenous procurement), evaluates options and makes formal recommendations to executive staff.
- Works with Legal department to monitor changes in case law or emerging legal precedents; resolves potential legal issues and determines when legal counsel advice is required.

- Develops or oversees the development of decision-making processes to ensure procurement decisions comply with local government policies and standards.
- Provides specialist advice, support and policy interpretation to executive, staff, and external stakeholders (i.e., contract performance issues, enforcement of contract terms and resolution of issues) Manages, and supports staff relating to purchasing, including Integrated Water Purchasing staff (two purchasers and a purchasing assistant).
- Directs, supervises, and manages third-party procurement contractors and consultants as required.
- Manages and supports the preparation of procurement documents (tenders, RFPs, competitive and non-competitive processes) with subject matter experts in client departments, ensuring accurate and justifiable procurement processes and compliance with policies and legislation.
- Provides guidance on procurement method, template selection, procurement best-practices, and systems associated with purchasing, vendor management, and service delivery. In collaboration with Legal Services, develops and maintains standard procurement templates, and provides input into contracts and agreements.
- Develops and oversees cost-reduction strategies, market analysis, short-term and long-term sourcing opportunities, supplier evaluations, negotiations, and change management efforts to improve operational efficiencies, and corporately, analyze business requirements and spending patterns to identify opportunities for strategic sourcing.
- Together with Corporate Services and other groups as assigned, act as a subject matter expert on procurement and contracting business processes, systems, and policies for the CRD and its related entities.
- Refers risk, insurance and/or safety matters to Risk Management and Corporate Safety.
- Acts as CRD's representative on the Greater Victoria Joint Purchasing Group and other third party buying groups as directed.
- Through relationships, supports a network of Contracts Coordinators throughout the organization as to procurement methods, use of BCBid and CRD's internal business opportunity software, and purchasing record keeping and business processes.
- With Finance, manage the SAP Purchase Order business process and seek efficiencies in the signing process, consistent with internal controls best practices.
- Manages division budgets including short and long-range plans in alignment with strategies and corporate goals.

Additional Information

Key Accountabilities/Position Outcomes (Continued)

- Responsible for the leadership and management of employees and contractors within area of responsibility, including employment and labour relations matters involving: employee hiring, promotion, demotion and other personnel matters; discipline and discharge; representing management in the grievance procedure; input on behalf of management into labour relations matters, and representing management on committees; maintaining Employer confidentiality; and developing, supporting and implementing various corporate and legislated policies, procedures and practices;
- Maintains technical and professional requirements for the position; and
- Performs other related duties as required.

Qualifications

- Degree in a related discipline
- A minimum of 5 years' directly related experience
- A minimum of 3 years' supervisory experience
- An equivalent combination of education and experience

Certifications

Professional designation directly related to the role
Valid BC Driver's Licence

Role Specific Knowledge, Skills, and Abilities

- Experience in the full procurement life cycle and analyzing complex issues, evaluating options, and recommending solutions.
- Superior knowledge of current purchasing and supply management principles, methods, and practices, particularly as they relate to a local government.
- Experience advising a diverse client caseload on procurement and contract management.
- Experience designing, developing, and implementing best-practice sourcing and leading complex procurement projects.
- Experience with contract law and risk management with the ability to interpret (at an intermediate level) the wording of a contract to ensure competitive bidding in a variety of situations, competently and in plain language.
- Working knowledge of e-procurement, including bids and tenders and the BC Bid Process; project management and contract administration; and electronic workflows and business processes relating to procurement, contract and vendor management.
- Experience in the development of departmental and corporate long-range plans, as well as budget formulation and reporting.

- Experience in initiating and leading process improvements and designing and implementing new processes and procedures.
- Demonstrated ability to manage client and parties of interest's expectations and relationships through effective service agreements, communications related to commitments and obligations.
- Ability to influence staff, clients, and stakeholders for the acceptance of business changes.
- Experience negotiating/mediating solutions in a public sector environment.
- Demonstrated interpersonal skills and a proven ability to establish and maintain effective and collaborative working relationships.
- Demonstrated communication and presentations skills with the ability to explain complex technical and non-technical issues.
- Demonstrated ability to deal with sensitive situations involving the exercise of utmost tact, diplomacy, judgement, and confidentiality.
- Ability to coordinate and manage multiple requests while meeting required objectives and deadlines.
- Excellent written communication skills and an ability to research and analyze various sources of information, draw conclusions, and report out on those findings.
- Demonstrated leadership and management experience.
- Preferred experience with the Local Government Act and Community Charter, as well as knowledge and understanding of related bylaws, regulations, and legislation.
- Excellent organizational and leadership skills.
- Proficiency with large ERP systems such as SAP or Oracle and excel proficiency at an intermediate level.

Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service-oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future. The following is a leadership summary for this position.

Professional/Individual Contributor Level 4 (P4)

Leaders at this level generally recognized as specialists in their field who integrate their depth and breadth of experience in their own discipline with knowledge of business priorities and functions to address complex problems and non-standard situations as a key contributor in an intricate and critical environment. They anticipate client needs, identify solutions, and interpret internal/external business issues, recommending best practice in their own discipline. They explain difficult

concepts and persuade others to adopt a point of view. These leaders may lead teams or projects, forecasting and planning resources to meet objectives and managing costs for specific projects.

While CRD Leaders are accountable to all Leadership Competencies, the competencies listed below have particular relevance to this position. [Click here](#) for a complete definition of our Leadership Levels and Competencies.

Leadership Competencies

Builds Partnerships

Fosters Innovation

Models Integrity

Sees the Big Picture

Thinks Strategically

Understands the Politics

APPLICATIONS

To apply for this exciting opportunity, please submit your cover letter and resume to **Colin Wang** at **colinw@procomservices.com**. Please include "Requisition 1292 Manager Procurement" in the subject line. We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible. *The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*