

Procurement Analyst & Supervisor

Closing date: December 1, 2021

Overview

We have opportunities for procurement specialist and supervisors to join our Procurement Services department to coordinate the management and development of information technology and corporate contracts and to lead procurement projects.

In this role, you'll research, develop, make recommendations, and implement strategies to improve our procurement practices. You'll be relied on to interpret and apply legislative policy, acts, and procedures by participating in changes to procurement systems, providing training, informed advice, and recommendations on procurement policy and procedures. At this time, this is a hybrid position where you will work primarily at home and be on-site at our Richmond office occasionally.

What you'll do

As a procurement specialist and supervisor you will:

- Manage a comprehensive portfolio of Information Technology and Corporate contracts
- Work with internal stakeholders to develop complex competitive bid processes, develop RFX documents, and manage the procurement process from start to finish including leading contract negotiations
- Prepare, write, and review vendor contracts and work with WorkSafeBC Law and Policy department for non-standard vendor contracts
- Work with the management team to identify and develop internal and external KPIs
- Provide supervision and direction to a small team helping them achieve corporate objectives
- Assist the team through knowledge and application of leadership and team building skills and techniques such as group facilitation, coordination, coaching, problem solving, interpersonal communication, and integration of work processes and products

Is this a good fit for you?

We're looking for someone who can:

- Identify, define, analyze, and apply law and policy to issues and facts to assess impact, recognize relevance, evaluate options, and make recommendations
- Negotiate complex contracts and services agreements

- Plan, lead, and facilitate the procurement process in multi-disciplinary procurement project team meetings
- Use effective communication skills to present research information to audiences of varying levels of expertise and respond to questions
- Train and motivate individuals and work groups to provide a clear work direction and encourage a high level of customer service
- Perform statistical analysis of data
- Use project management principles and techniques including estimating costs, identifying resource requirements, establishing timelines, and monitoring progress
- Use strong interpersonal skills to manage internal stakeholder expectations

Your experience and educational background:

- A bachelor's degree or a post-secondary 2-year diploma in purchasing, business administration, economics, or a related discipline
- A minimum of six years of procurement experience, that includes experience in a senior position or leading complex procurement projects with multiple stakeholders in a complex work environment
- A Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association of Canada
- An equivalent combination of education, training, and experience will be considered

If you require an accommodation in the assessment process, please email the [HR Testing Accommodation](#) (SM) at the time you submit your application.

Who are we?

At WorkSafeBC, we're dedicated to promoting safe and healthy workplaces across B.C. We partner with workers and employers to save lives and prevent injury, disease, and disability. When work-related injuries or diseases occur, we provide compensation, and support injured workers in their recovery, rehabilitation, and safe return to work. We also work diligently to sustain our workers compensation system for today and future generations. We're honoured to serve the 2.4 million workers and 245,000 registered employers in our province.

As part of our mandate, we have introduced an interim staff-vaccination policy intended to prevent the transmission of COVID-19 and protect the health and safety of our staff, our clients, and the public.

Effective November 1, 2021, WorkSafeBC will require all employees who interact in person with employers, workers, members of the public, or other WorkSafeBC staff to be fully vaccinated against COVID-19. In implementing the policy, WorkSafeBC will consider its obligations to accommodate those staff who are unable to be vaccinated

We recognize that our ability to make a difference relies on building a team with a rich variety of skills, knowledge, backgrounds, abilities, and experiences, and which reflects the diversity of the people we serve. We are committed to fostering a welcoming, inclusive, and supportive work culture where everyone can contribute as their best, authentic self. We encourage all qualified applicants to apply.

What's it like to work at WorkSafeBC?

It's challenging, stimulating, and hugely rewarding. Our positions offer tremendous diversity and excellent opportunities for professional growth. Every day, the work we do impacts people and changes lives. What we do is important and so are the people we do it for.

Our benefits

Being part of WorkSafeBC means being part of a strong, committed team. We value hard work but also understand the need for a healthy lifestyle. Your total compensation package includes vacation, optional leave arrangements, health care and dental benefits, and contributions toward your defined benefit and pension plan. As a member of our team, you'll have access to services and benefits that can help you get the most out of work — and life. Learn more about [what we offer](#).

If you're the successful applicant, we'll be making a conditional offer contingent upon your clearing a criminal record check under the [Criminal Records Review Act](#). At the time of offer, you'll need to provide consent for a criminal record check. Once we receive clearance, we'll confirm your offer of employment.

WorkSafeBC is an inclusive and accessible employer committed to employment equity objectives and invites applications from all qualified individuals. Only those under consideration will be contacted. If you're unsuccessful, please accept our appreciation for your interest.

This position is restricted to those legally entitled to work in Canada.

Thank you, in advance, for applying.