



**Position Title:** Procurement Category Manager

**Position Status:** Full-Time Regular

**Department:** Procurement and Real Estate Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Our Procurement and Real Estate Services Department is seeking a Procurement Category Manager who will be accountable for managing staff within a set category of goods and services, providing sound procurement advice as it relates to public sector and fostering a strategic approach to procurement processes and activities. This position will be part of a team dedicated to supporting all departments within the organization with their procurement needs.**

**You are: a strategic leader with at least 5-years' experience in managing a team of procurement professionals. You have a background in category management in either professional services, operations & maintenance, or construction services. You are client focused and have a track record of fostering and nurturing strong relationships with internal clients and external vendors. You are passionate about solving complex problems and are energized by being challenged to build and transform work processes and systems.**

**The Procurement Category Manager reports to the Division Manager, Procurement and falls within our Management / Leadership, Level 2 job family.**

**This role:**

- Provides direction to buyers and clients regarding the development of sound competitive procurement strategies and supporting documents for a wide range of goods and services including high value, high profile projects. Reviews and approves draft bidding documents and provides advice and recommendations to staff and clients to address anomalies and errors.
- Under the guidance of the Division Manager, the Category Manager will be responsible for leading and delivering on key category management activities (e.g. development of category plans; strategic sourcing plans; negotiation strategies; vendor management etc.) for their assigned portfolio.
- Contributes to preparing and managing the Division's budget and is responsible for monitoring and controlling spending ensuring the effective and efficient expenditure of allocated funds. Contributes to short and long term planning.

- Guides the evaluation of range of factors impacting procurement strategies such as the value and duration of work; diversity and sophistication of potential bidders; project schedule; industry practice; regulatory requirements; and potential obstacles such as outstanding property issues or inadequate funding.
- Provides information and advice to client departments to support understanding and compliance with corporate policies, legislation and competitive bidding law. Ensures work is conducted in accordance with all relevant guidelines and works to ensure requirements are integrated in procurement processes.
- Provides guidance in evaluating the compliance of submitted tenders considering a range of factors including legal risks and precedent. Supports staff in summarizing circumstances and making recommendations for the review and comment of the Division Manager and or Legal Counsel.
- Provides guidance in evaluating and responding to sole source requests. Makes recommendations to sound the market; conduct research; probe rationale; and issue a Notification of Intent to Contract (NOIC) in some circumstances. Contributes to providing feedback or addressing the concerns of client departments as required.
- Conducts competitive selection processes, including the development of the procurement strategy and bid document, for more complex or higher profile projects.
- Interprets and implements relevant corporate policies such as the Procurement and Real Property Contracting Authority Policy. Contributes to reviewing policies and processes making improvements and changes in consultation with the Division Manager and Director. Ensures business is conducted accordingly and consults the Division Manager and Legal Counsel on complex or unique circumstances.
- Acts as a resource to resolve issues encountered by staff and clients. Assesses and evaluates challenges and makes decisions regarding the best approach escalating matters to the Division Manager for input and guidance as appropriate
- Develops work plans and allocates work ensuring services meet business needs. Provides leadership to staff for making decisions, setting priorities, developing work strategies and engaging and communicating with clients. Establishes templates and tools for delivering procurement services to the organization and reviews and approves work. Consults and collaborates with the Division Manager on a range of matters including the interpretation of the law and policy; and advice for handling political and human resources issues.
- Hires, supervises, directs and develops staff, monitoring performance towards division, department, and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches, and develops staff recognizing the importance of training.
- Keeps current with emerging trends, best practices and regulations. Provides input and suggestions to divisional strategic planning and decision making.
- Performs other related duties as required.

**To be successful, you have:**

- 5 years of recent related experience supplemented by a university degree in business, public administration, finance or other relevant discipline; or an equivalent combination of training and experience.
- Designation as a Supply Chain Management Professional (SCMP) or Public Sector Procurement Program certificate is preferred.
- Sound technical knowledge and analytical abilities related to public sector procurement and competitive bidding processes. Sound and applied knowledge of relevant laws and procedures; contracting methods; and supply chain management practices. Demonstrated ability to provide solutions in accordance with policies, procedures, regulations and best practices.

- Sound knowledge and understanding of Metro Vancouver’s business functions, processes and objectives. Ability to provide advice, solutions and recommendations tailored to differing business needs. Ability to manage a high volume of work; identify efficiencies; and manage competing priorities and deadlines.
- Sound written and oral communication skills. Ability to provide clear instructions and translate technical information to language easily understood by a variety of audiences. Ability to write and revise contracts, policies, reports, and recommendations.
- Demonstrated ability to establish and maintain effective working relationships with internal and external contacts. Strong customer service orientation and ability to tactfully respond to inquiries and complaints and effectively resolve the concerns of client groups. Proven ability to work cooperatively with others including the ability to deal with disagreements and prevent the escalation of conflict.
- Ability to manage and monitor budgets ensuring the effective and efficient expenditure of allocated funds within the approved budget. Ability to interpret complex contractual language, tenders, and specifications and make recommendations related to complex purchasing requirements.
- Demonstrated supervisory skills and abilities including the ability to consistently apply and explain corporate policies and collective agreements. Provides constructive and motivating feedback to staff.
- Demonstrated ability to use judgment to resolve complex problems with considerable financial and operational impacts for the organization. Acts as a resource to staff for advice and guidance on potential approaches and problem situations. Demonstrates persistence in overcoming obstacles.
- Valid BC Class 5 Driver’s License.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

Metro Vancouver requires all new hires to be fully vaccinated against COVID-19 (subject to any exemptions and accommodations) and provide proof of vaccination upon hire. *Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by May 19, 2022.*