

Source: **BC Hydro**
Job Title: **Senior Advisor- Policy Assurance**
Job Number: **BCH-R-1752-211207E1**
Job Location: **Edmonds, 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:

- * Our Supply Chain function is integral to keeping the business running and the lights on. In order to ensure the efficient and effective operations of our Supply Chain function, it is vital that we have Supply Chain policies that support BC Hydro business outcomes and comply with corporate policy standards and regulatory requirements.
- * We rely on the Supply Chain Central Services policies and procedures team to develop and implement clear policies and procedures that can be practically applied by Supply Chain employees as well as corporation-wide. These policies and procedures ensure that BC Hydro's procurement of goods, services, and construction meets existing regulatory, legislative, and trade agreement obligations. With an annual procurement expenditure of \$2 billion – it is important work which must be expertly delivered.
- * The Supply Chain Central Services team currently has an opening for a Policy Assurance Advisor. The Policy Assurance Advisor is responsible for providing expertise, guidance, and support to operational Supply Chain groups as well as other stakeholders throughout the organization to enable consistent interpretation, application and adherence to policy and procedural requirements.
- * The Policy Assurance Advisor conducts compliance reviews and develops strategies to close compliance gaps through the delivery of training, communication of policy and procedural requirements, and identification of opportunities to increase the clarity of policy and procedural requirements.
- * The ideal candidate is detail oriented, has an analytical mind and the ability to work diligently to bring a given task through to completion. The ability to multitask and effectively prioritize varied work requirements will also define the candidate.

- * The role requires expertise in policy interpretation and formulation, knowledge in risk management and control methodologies, and experience working within complex multi-stakeholder business environments. The candidate needs to have proven experience in forming strong trusting relationships and leveraging their network to deliver results.

Accountabilities:

- Assist in the development, implementation, and maintenance of the supply chain policy and procedures quality assurance program and reporting findings to the Governance Committee and key stakeholders.
- Conduct compliance reviews in accordance with the established review practices.
- Design, create, and implement training programs for new or revised procurement policies, procedures, or issues identified through quality assurance reviews.
- Support the Supply Chain Central Services policies and procedures team in developing, interpreting, and maintaining BC Hydro's enterprise-wide procurement policies to meet applicable trade agreement and internal control objectives, as well as to reflect the intent of the Board, Senior Management, and the Governance Committee.
- Assist in creating memos for the governance committee and senior management on the interpretation of policies and procedures and related recommendations for actions.
- Assist in developing, implementing, and delivering a proactive policy review program to align with applicable regulatory and legal requirements.
- Identify risk trends and develop recommended solutions to reduce risks, foster compliance, and optimize future procurement outcomes.
- Consult with key business stakeholders throughout BC Hydro to understand the impact of current policies and procedures and to identify improvement opportunities to close any gaps.
- Research and review regulatory requirements and evaluate existing procurement policies/procedures to identify changes and updates and develop new procurement policies/procedures as needed.
- May be asked to support other departmental priorities as needed, including continuous improvement and other projects to support managers in streamlining and enhancing programs and services.

Qualifications:

- A minimum five (5) years of experience in policy interpretation and development including quality assurance and internal control methodologies. Demonstrated experience in applying procurement/supply chain processes and practices is preferred.
- Bachelor's degree in a business-related field such as Economics, Finance, Accounting, Business, Supply Chain, or equivalent
- SCMP designation or other equivalent certification is preferred
- Senior level experience researching and reviewing regulatory requirements in relation to procurement/supply chain procedures
- Proven experience and ability to design, create, and implement training programs for new or revised procurement policies and procedures
- Demonstrated experience with continuous and process improvement
- Advanced interpersonal, written and oral communication
- Excellent presentation and facilitation skills to effectively influence and collaborate with diverse groups of stakeholders to facilitate decision making and conflict resolution
- Demonstrated ability to build and maintain strongly influential business relationships

ADDITIONAL INFORMATION

* This role is mapped to the Hybrid work model

* 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_op.html by **December 29, 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.