

Associate Director, Ancillary Procurement JR18715

UBC Vancouver Campus - Vancouver, BC, Canada

Full time

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Job Category

M&P - AAPS

Job Profile

AAPS Salaried - Supply Management, Level C2

Job Title

Associate Director, Ancillary Procurement

Department

Senior Leadership | Financial Services | VP Students

Compensation Range

\$7,622.83 - \$11,886.67 CAD Monthly

The Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired, transferred or promoted between the minimum and midpoint of the salary range for a job.

Posting End Date

October 11, 2024

Note: Applications will be accepted until 11:59 PM on the Posting End Date.

Job Description

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

The Associate Director, Ancillary Procurement is responsible for the management and delivery of all functions and activities of the Student Housing and Community Services (“SHCS”) Procurement team on both main UBC campuses and provides comprehensive leadership, strategic planning and operational direction in the development of the Procurement function and practice within SHCS. SHCS oversees \$305 million in ancillary revenue including Bookstore, Campus Mail, Child Care Services, Conferences and Accommodation, Facilities and Building Services, Food Services, Parking Services, Student Residence, and dedicated support teams within the portfolio. Key aspects of the role include leading, motivating and managing procurement staff, creating an environment and culture that is focused on delivering the highest level of customer service across the SHCS portfolio, and providing leadership of procurement activities for the department.

The Associate Director, Ancillary Procurement is expected to keep current with market trends, legal and regulatory policy and possess a deep understanding of SHCS and campus objectives to develop strategies that meet or exceed their current and future needs. The position requires a thorough understanding and interpretation of the University's purchasing policies, and Canadian laws of competitive bidding.

Organizational Status

The Associate Director, Ancillary Procurement reports to the Chief Financial Officer, SHCS, and is responsible for leading the SHCS procurement team. This role works closely with all ancillary Directors and

Managers on both main UBC campuses to ensure efficient and effective procurement operations for SHCS, including setting consistent practices and procedures and the establishment of a community of best practices. This position is expected to build strong working relationships within SHCS, administrative units, and other key stakeholders across the University community.

Work Performed

Provides strategic leadership for the procurement functions within SHCS units. Plans, directs, and oversees procurement while ensuring alignment with UBC policies, procedures, and best practices, and compliance with all applicable regulations.

Represents SHCS Procurement in cross UBC Strategic Projects, and leads implementation of initiatives to support delivery, as aligned with UBC's strategic priorities.

Investigates and implements new opportunities on both main UBC campuses for SHCS to achieve savings and added value in regards to procurement contracts

Leads sourcing and negotiating of major supply agreements, coordinates purchasing activities within a wide variety of SHCS business units, and develops and implements risk mitigation and continuity of supply strategies. Promotes and develops contact with external suppliers to establish new sources of supply. Conducts interviews with current suppliers to improve levels of customer service.

Identifies, develops, and manages strategic partnerships.

Leads process for high-value and strategic contracts requiring Board of Governor review/approval.

Identifies, develops, and manages strategic business relationships and maintains a comprehensive understanding of stakeholder requirements.

Resolves complex issues or disputes with vendors, associations, or clients as required.

Drives a culture of best practices and continuous improvement in the day-to-day operations of the department.

Manages the day to day activities and workload of the SHCS Procurement team, ensuring they are motivated and engaged.

Ensures a high level of customer service and Ancillary/Department engagement is provided by the Procurement team.

Leads cross-functional teams to develop and implement new processes to enhance service delivery. Ensures that implementation plans and recommendations are rolled out successfully and impacted individuals are well-informed and trained on any new processes or procedures.

Owner of Procurement processes in SHCS.

Leads improvement initiatives to enhance business processes within SHCS.

Works with SHCS Unit Director's and Finance to plan/execute processes, policies, and procedures as they relate to Procurement team's work.

Networks to build strong, positive working relationships with campus community to facilitate collaborative problem solving. Leads discussions with other Finance and Procurement professionals to implement recommendations.

Responsible for talent development, coaching, mentorship, consistent performance management, and career path development of the SHCS procurement team members. Evaluates individual and team performance against agreed objectives with appropriate feedback and creates strategies to ensure the team has the expertise and support to meet operational requirements.

Works closely with Sustainability groups and campus stakeholders to lead and develop programs/business plans to further advance the Universities and department's sustainability goals.

Liaises with UBC Supply Management Leadership to ensure consistency in purchasing practices.

Liaises with University Counsel as appropriate.

Other duties/projects as assigned.

Consequence of Error/Judgement

The Associate Director, Ancillary Procurement plays an important role in the implementation and operation of procurement services for SHCS. SHCS is an ancillary service and is self-generating with an annual revenue budget of \$305 million. This position is responsible for making purchasing recommendations to meet the department's financial goals. This position also plays a key role in ensuring that appropriate support and service level agreements are in place in order to achieve unit mandates and strategic objectives.

Supervision Received

Works independently within broad mandates of both the department and the University. Work is reviewed in terms of overall effectiveness in the delivery of procurement services to the University. The position will keep the Chief Financial Officer and Associate Vice-President SHCS informed of ongoing activities and will consult with the Chief Financial Officer and Associate Vice-President SHCS on major problem areas or deviations from established program objectives.

Supervision Given

This position provides leadership, supervision and expertise to Management & Professional and CUPE staff within the Purchasing team. The Associate Director, Ancillary Procurement will direct and lead cross functional teams when projects are being executed. Has the authority to hire, train, evaluate, discipline and terminate staff as needed.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of eight years of related experience, or the equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Supply Chain Management Association Designation, or equivalent, or undergraduate degree in a relevant discipline and/or working towards the SCMP designation.

Experience working in a public sector/higher education environment, and leading similar teams within these types of environments, is an asset.

Ability to work independently within established policies and guidelines to meet defined objectives and goals

Supplier Relationship and Customer Relationship Management experience with ability to manage multiple clients and suppliers.

Proven leadership experience with the ability to motivate and coach staff and resolve conflicts.

Proven success in initiating, promoting and maintaining strong interpersonal relations with the ability to deal courteously, confidentially, professionally, and tactfully in a variety of circumstances.

Demonstrated ability to build and maintain relationships with diverse colleagues, teams, clients, and central University offices.

Effective leadership, consulting, facilitation, conflict resolution, negotiation and team-building skills are required.

Ability to manage time and workload effectively and efficiently to meet deadlines of multiple projects with varying completion dates.

Ability to be thorough, accurate and have a high level of attention to detail.

Excellent verbal and written communication, including demonstrated ability to articulate ideas and issues clearly, and negotiate and influence organizations.

Works in a collaborative and inclusive manner to foster equitable experience for the UBC community.

Ability to collaborate across differing perspectives and work through conflict.

Detailed experience and understanding of ERP financial systems and ancillary specific applications.