



COMPETITION: #2187- 50054909

TITLE: Purchasing and Inventory Manager Classification: Purchasing and Inventory Manager	DEPARTMENT: Vancouver Police Department DIVISION: Support Services SECTION: Financial Services
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STATUS: Regular Full-Time (EXEMPT)
HOURS OF WORK: Monday to Friday, 0800 – 1600 hours
SALARY: Pay Band 10- \$57.91 to \$72.39 per hour
COMP. END DATE: Friday September 24, 2021

“NOT JUST A JOB . . . A CONTRIBUTION”

The Purchasing and Inventory Manager, reporting to the Senior Director, Financial Services is responsible for all purchasing and inventory operations and the service delivery throughout the Vancouver Police Department.

Essential Duties

- Develops, implements and maintains the Purchasing and Inventory Unit’s strategic plan encompassing organizational requirements, departmental growth and vision for one, three, and five year projections
- Develops, implements and manages a competitive bid strategy encompassing all strategic sourcing initiatives for one, three and five year projections that support the strategic plan
- Responsible for the creation and maintenance of all competitive bid documents and contract templates reflecting industry best practices, contract law, legislation and Trade Agreements of Canada.
- Responsible for all general, complex and/or covert purchases, competitive bid processes and contract negotiation/creation for all VPD acquisitions
- Leads complex strategic sourcing events solely, or, jointly with other government stakeholders
- Selects strategic sourcing strategies and contract content/formation to align with the overall business objectives of the stakeholders and organization
- Provides purchasing business expertise on strategic sourcing events; internally, with other government agencies and within the commercial arena

- Represents the VPD in negotiations with vendor's senior officials, as well as critical issue resolution with unsuccessful proponents. Leads complex negotiation of commercial terms, representing best interests of VPD while ensuring alignment to business objectives and ensuring best value for money
- Ensures consistent competitive bid processes and resulting contracts to ensure compliance with internal and external audit standards
- Develops, manages and assesses purchasing and inventory performance through Key Performance Indicators (KPI's)
- Manages the purchasing and inventory operational budget and identifies and manages variances, including other budgetary and financial reports as required or requested
- Develops and maintains strong business relationships, internal and external, across all levels; internally within the VPD, and externally with other government entities and the commercial arena.
- Accountable for meeting inventory service level objectives and inventory turn objectives within multiple sites, purchasing and inventory lead in all meetings; within the VPD, with other government entities and the commercial arena
- Staff management and development
- Other related duties and responsibilities as assigned

QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES:

REQUIRED:

- Demonstrated ability envisioning opportunities for continuous improvement and leading change within a complex organization
- Demonstrated ability developing and maintaining respectful, productive and effective relationships with frontline employees, management and executives, and external parties
- Extensive working knowledge of contract and procurement related legislation and best practices
- Knowledge of accounting and budget practices
- Effective verbal and written communication skills
- Effective people management and leadership skills
- Working knowledge of computerized materials management inventory systems and purchasing systems

EXPERIENCE:

REQUIRED:

- Must have successfully led and managed a purchasing and inventory team in a large complex purchasing department for at least five (5) years during the last seven (7) years

- Extensive experience managing, writing and negotiating contracts
- Experience managing an electronic perpetual inventory in a complex organization for three (3) years of the last five (5) years
- Other experience may be considered based on position complexity and scope

PREFERRED:

- Experience handling firearms and ordnance in a safe and secure manner
- Experience working with SAP database
- Experience working in a policing environment or public safety sector

EDUCATION:

REQUIRED

- Supply Chain Management Professional from SCMA; or
- A Business/Commerce Degree with purchasing related courses from a post-secondary institute; or
- An equivalent combination of post-secondary education and experience.

OTHER REQUIREMENT(S):

- Legally entitled to work in Canada
- Member in good standing of the Supply Chain Management Association (SCMA)
- Valid BC Driver's license
- All employees must maintain their Enhanced Security Clearance while employed with the Vancouver Police Department. Enhanced Security Clearances will be renewed every 5 years.

Selection Process:

- Submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date with the **competition number on the subject line in the email**, made to the attention of Human Resources Section; **AND**
- Complete the application form by clicking **here** or through the QR Code below.



Resumes submitted without a completed application form will not be reviewed. Only those shortlisted will be contacted.

Note: Shortlisted candidates may be required to complete a written assessment.

*THE VANCOUVER POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY
EMPLOYER*