

## WorkSafeBC

### Procurement Lead - Contract Management (Procurement Analyst)

Reference: 039292

Duration: Permanent, Full Time

Location: Richmond, BC

Deadline date: March 27, 2025

Salary: \$48.47 - \$61.10 / hourly

We are looking for a Procurement Analyst to join our Procurement Services department with a focus on contract management for WorkSafeBC.

Reporting into the Manager, Procurement Services, in this role, you'll research, develop, make recommendations, and implement strategies to improve our sourcing practices while working closely with senior management. 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. In addition, you may provide work direction to a variety of staff positions within Procurement Services department as part of leadership development.

How you'll make a difference: You'll help protect the financial integrity of B.C.'s workers' compensation system, ensuring we serve British Columbians now and in the future.

#### Where you'll work

At WorkSafeBC, we offer a hybrid work model that combines working remotely, and in our offices based on the operational needs of the position.

- Monitor contractual performance and compliance and ensure obligations and contractual requirements from all parties are fulfilled and resolve contractual disputes and issues
- Monitor contract records and documentation, including contract changes, renewals and amendments.
- Coordinate contract review process such as data collection, analysis and provide recommendations for potential problems and opportunities for standardization, contracting and cost reduction
- Develop and maintain successful, long-term business relationships with existing and potential buyers and suppliers to the organization
- Manage a comprehensive portfolio of complex procurement projects, acting independently to anticipate and respond to problems and client needs, exploring creative and innovative alternatives and developing recommendations
- Assist, participate in and lead projects with significant impacts on the organization to address emerging issues
- Provide supervision and direction to junior team members helping them achieve corporate objectives and assisting 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

#### We're looking for people who can:

- Identify, define, analyze, and apply law and policy to issues and facts to assess impact, recognize relevance, evaluate options, and make recommendations
- Plan, lead, and facilitate the procurement process in multi-disciplinary procurement project team meetings, and to negotiate complex contracts and services agreements
- Use effective communication skills to present 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
- Use project management principles and techniques including estimating costs, identifying resource requirements, establishing timelines, and monitoring progress, and use strong interpersonal skills to manage internal stakeholder expectations

#### Your background and experience

- 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 progressive procurement and/or contract management experience, that includes experience in a senior position or leading complex procurement projects

- A Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association of Canada
- We'll consider equivalent combinations of education and experience.

### **Important to know**

Before we can finalize any offer of employment, you must:

- Successfully meet two different criminal record clearances; one of which meets the legal requirements under the Criminal Records Review Act to work with children and/or vulnerable adults.
- Confirm you're legally entitled to work in Canada

WorkSafeBC's COVID-19 Employee Mandatory Vaccine Policy (the "Policy") is suspended effective January 9, 2023, however we reserve the right to re-implement it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our Communicable Disease Prevention Program and related protocols remain in effect .

### **Who we are**

At WorkSafeBC, we promote safe and healthy workplaces across British Columbia. 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're honoured to serve the 2.49 million workers and 263,000 registered employers in our province.

### **What's it like to work at WorkSafeBC?**

It's challenging, stimulating, and rewarding. Our positions offer diversity and 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 ability to make a difference relies on building a team with a rich variety of skills, knowledge, backgrounds, abilities, and experiences that 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.

Learn more: Discover who we are.

### **Our benefits**

As a member of our team, you'll have access to services and benefits that help you get the most out of work — and life. Along with a competitive salary, your total compensation package includes:

- Defined benefit pension plan that provides you with a lifetime monthly pension when you retire
- 3 weeks of vacation in your first year, with regular increases based on years of service
- Extensive health care and dental benefits
- Optional leave and earned-time-off arrangements
- Development opportunities (tuition reimbursement, leadership development, and more)

Learn more: Find out what we offer.

### **Want to apply?**

Applications are welcomed immediately, however must be received no later than 4:30 p.m. PST on the closing date. Please note that we will be starting assessments prior to the closing date.

We encourage all qualified applicants to apply. If you require an accommodation in the assessment process, please email Recruitment Testing Accommodation (SM) when you submit your application.

Please apply online at: <https://rita.cegid.cloud/go/67c9bb96ee25f7cf9e6546df/5e277b7abe9f1a0592a73e02/en>