



Position Title: Procurement Manager

Position Status: Full-Time Regular

Department: Procurement & Real Estate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level M2 (\$126,613.83 - \$148,970.80 annually)

Our Procurement & Real Estate Services Department is seeking a Procurement Manager who will oversee an assigned portfolio of categories and will be responsible to work with internal and external partners to maximize the performance of these category by applying sound Category Management principles.

You are: An experienced, agile and results-driven professional with the ability to build and lead successful teams in dynamic, complex and multi-stakeholder business environments. A proficient leader with a deep understanding of Category Management. A team-builder with a collaborative approach to building trust and relationships among internal and external partners in an effort to achieve organizational goals and objectives; above all, an ethical, hardworking, self-directed and enthusiastic leader with a can do attitude.

The Procurement Manager reports to the Director, Procurement.

This role:

- Supports the Procurement function and manages all category management procurement and associated performance measurement, reporting, change management and continuous improvement activities. Responsible for all category management procurement related goods, services and construction. Maintains best practices related to the management of category management procurement to ensure overall best value for Metro Vancouver.
- Oversees an assigned portfolio of cross-functional projects/ categories, with multiple concurrent initiatives. Provides direction to buyers and other staff regarding the development of market intelligence specific to the assigned portfolio, sound competitive procurement strategies, and governance. Reviews and approves draft bidding documents and provides advice and recommendations to staff and clients to address anomalies and errors.

- Works closely with Director, Procurement and peers to ensure the efficient and effective management of the division. Examples includes, contributing to the development of the division's annual/multi-year work plans, budgets, and resource planning; responsible for monitoring and controlling spending ensuring the effective and efficient expenditure of allocated funds.
- Proactively identifies and establishes continuous improvement and total cost reduction opportunities in collaboration with Division's staff and clients. Consolidates procurements across the organization to administrative and cost advantage. Facilitates the proper establishment of equipment and product standards across the organization.
- Supports continuous improvement within assigned portfolio. Delivers business improvements, creates a culture of continuous improvements and drive measurable results in the assigned portfolio. Provides expert advice on organizational development opportunities uncovered through the continuous improvement program; prioritizes initiatives and appropriately assigns resources to support all continuous improvement needs.
- Guides the evaluation and treatment 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 Trade Agreements. 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, precedent and business reputation. Supports staff with addressing escalated issues, summarizing circumstances and making recommendations for the review and comment of the Director, Procurement and or Legal Counsel.
- Provides guidance in the best procurement mechanism for evaluating and responding to direct awards and 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 Contracting Policy. Contributes to reviewing policies and processes, making improvements and changes in consultation with the Division Manager. Ensures business is conducted accordingly and consults the Director, Procurement 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 Director, Procurement 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, reviews and updates templates, processes and tools for delivering procurement services to the organization and reviews and approves work. Consults and collaborates with the Director, Procurement 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.
- Represents the Corporation and develops relationships with high impact suppliers, business/industry associations, peer organizations, First Nations, regulatory and government agencies, municipalities, and legal and consultant firms.
- Responsible for performance measurement and quality control of the Procurement function, including data analytics, KPI reporting, workload reporting and associated recommendations. Monitors, and plans to respond to the needs of client departments, prepares reports and presents results to internal stakeholders, including senior staff, CPC, committees and other stakeholders as required.
- May lead the division in the creation, development, implementation and reporting out on the Category Management Plan and associated Work Plans. Responsible for process definition and development, as well as process standardization and refinement as required. Oversees, process and technology needs as required for standardization.
- Uses supply chain technical expertise and insight of the corporation's current/future needs and supply market capabilities to generate and analyze options, make recommendation and make decisions related to the full category management lifecycle (sourcing, negotiations, issue management, supplier relationship management, and internal process changes). Provides analysis and advice that provide basis for making sound decisions and recommendations to senior management.
- May represent the division and work collaboratively with internal and external stakeholders to attain department objectives. Upholds Metro Vancouver's reputation through positive and forthright dealings with other organizations and members of the public. Understands the organizational culture and the processes/mechanisms necessary to attain work objectives.
- 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.
- MBA and other advanced degrees and designation such as Supply Chain Management Professional (SCMP) or Public Sector Procurement Program certificate is preferred.
- Sound technical knowledge and analytical abilities related to category management, transactional procurement, performance measurement, reporting, continuous improvement activities, 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.

- Demonstrated ability to develop, recommend and implement process optimization and continuous improvement strategic plans, as related to assigned portfolio. Demonstrated ability to provide solutions in accordance with departmental and corporate policies, procedures, goals and regulations.
- 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.
- Able to lead through influence, utilize business acumen to determine best course of action and trade-offs, utilize excellent interpersonal skills to facilitate decisions and resolve conflicts.
- 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.
- Ability to work under broad direction and use significant independent judgment to resolve highly complex, ambiguous, critical supply chain problems with considerable financial and operational impacts for the organization. Demonstrated ability to research, analyze complex data and processes, interpret policy and problem solve. Ability to identify cost saving opportunities and address emerging and changing needs.
- Has considerable knowledge and experience with organizations, suppliers, spend related to the portfolio of responsibility.
- Expert knowledge in supply chain fundamentals, strategy development, planning, project management, financial acumen, negotiation, change management and relationship management.
- Experience with ERP Systems, and proficiency using Microsoft office solutions, including Word, Excel, Outlook, PowerPoint, MS Projects, and Visio.
- 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, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 29, 2024.