

# Job Title: Advisor, Strategic Procurement

**Requisition ID:** 3726

**Affiliation:** Exempt

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Shift/Work Schedule:** Monday - Friday

**Division/ Branch:** Corporate Services, Supply Chain

**Job Location:** Fort McMurray

**Starting Salary Range\*:** \$129,438 - \$136,834 (Pay Band G)

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):** 09/08/2025

**Closing Date (dd/mm/yyyy):** 24/08/2025

**Posting Type:** Internal & External

\*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans, and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

## GENERAL DESCRIPTION:

Under minimal supervision, the Advisor, Strategic Procurement advises, leads, and supports the development and implementation of strategic and sustainable procurement initiatives to enhance social, environmental, and economic value and improve service delivery in the Municipality's procurement processes. With expertise in public procurement, sustainable procurement, and emerging best practices, the Advisor integrates sustainable and transformative procurement principles throughout the Municipality's procurement lifecycle and acts as a liaison with municipal departments, senior leaders, and external interest groups. The role helps ensure alignment of procurement policies with organizational goals and strategic priorities, conducts risk and opportunity analyses, provides recommendations, and facilitates the adoption of improved practices and new initiatives.

## RESPONSIBILITIES:

Primary responsibilities of the position include:

**Departmental Advice and Guidance:** Understands the effectiveness and efficiencies of existing procurement processes, identifies risks and opportunities, and develops strategies for enhancing or further leveraging these processes. Provides technical and functional guidance regarding policy, procedures, and processes to other municipal departments. Participates in working groups comprised of internal and external interest groups to acquire, analyze, share, and evaluate procurement related processes, procedures, policies, and initiatives, to improve processes and customer experience. Provides information and advice on procurement procedures and processes, while ensuring compliance with applicable policies and legislation.

**Process Development and Enhancement:** Completes research, reviews and analyzes relevant data, information, business processes, workflows, and performance metrics. Develops recommendations for the integration of sustainability into the Municipality's procurement lifecycle including supplier evaluation, procurement policies, life cycle cost analysis and compliance with environmental regulations and social standards. Develops recommendations for continuous improvement to business processes. Supports the implementation of new and enhanced processes specific to strategic procurement initiatives. Ensures that identified requirements are complete and comprehensive, correctly interpreted, feasible, and conform to organizational standards. Assesses, understands, and communicates the risk of impacts of changed processes. Improves processes by identifying sustainability risks and opportunities and recommending process and operational changes. Leads the implementation of these changes, prepares supporting documentation; and develops and/or facilitates related training, user manuals, and communication materials.

**Department Support:** Participates in interest group engagement and working groups to drive strategic and sustainable procurement initiatives forward. Prepares and reports on procurement performance metrics, creates tools and templates, compiles information, and prepares reports. Assists the Supply Chain Manager with service delivery by

researching and assisting with the development and implementation of departmental strategies, tools, administrative procedures based on best practices for continuous improvement in public procurement or implementation of new initiatives. Acts as a champion for strategic and sustainable procurement practices and provides coaching and mentoring to procurement staff.

## **QUALIFICATIONS**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Candidates need to show evidence of the following:

- Sound understanding of best practices regarding public procurement processes, procedures, and guidelines.
- In-depth knowledge of emerging trends in public procurement and sustainable procurement.
- Maintain a high level of knowledge of various purchasing methods and practices, legislative/regulatory frameworks governing procurement including the Comprehensive Economic and Trade Agreement (CETA), Canadian Free Trade Agreement (CFTA), and New West Partnership Trade Agreement (NWPTA).
- Maintain a thorough knowledge of the vendor community and commodity needs.
- Exceptional problem solving, analytical, and statistical skills with the ability to apply them to business processes and projects as required.
- Skilled in engaging and communicating with a variety of interest groups relating to procurement, including communication of a sensitive nature.
- Excellent written and verbal communication skills in both technical and user-friendly language, including instructional, facilitation, and presentation skills.
- Proven experience in business process mapping, and identifying, analyzing, and documenting business requirements.
- Sound planning, prioritization, and execution skills.
- Proven ability to be discreet, keep all information and documentation strictly confidential.
- Experience working in a team-orientated, collaborative environment.
- Ability to effectively prioritize workloads and execute tasks while under strict deadlines.
- Strong research, analysis, and reporting skills.
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), and project management software.

### **EDUCATION AND EXPERIENCE:**

- Five (5) or more years of progressive experience in a government public procurement role.
- Experience working in a public sector environment with unionized and non-unionized employees is an asset.
- Degree or diploma in business, finance, or another related field is required.
- Completion of a professional procurement designation or certification (Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Supply Chain Management Professional (SCMP) or equivalent) is an asset.
- Training or certification in sustainable procurement is an asset (i.e., Certified Sustainable Procurement Manager (CSP) designation, Sustainable Procurement Fellowship (SPF)).

An equivalent combination of education and work experience may be considered.

### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- A valid Class 5 Operator's Licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)**

**Current employees must apply through the internal careers site.**

**We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.**