

Class No.:	Admin
Original Date:	June 2024
Revision Date:	
Pay Group:	11

PROCUREMENT MANAGER

NATURE AND SCOPE OF WORK

The Procurement Manager is responsible for managing the procurement function, developing an efficient, customer-focused service and leading continuous improvement initiatives. The Manager undertakes complex and critical purchases such as major tenders; develops, maintains and implements purchasing and contract policies and procedures; provides training and creates awareness of good procurement practices; maintains organizational controls for expenditures in line with University policy; develops and implements asset management procedures; leads initiatives associated with ethical and sustainable procurement practices; and leads, motivates, and manages the purchasing, and shipping/receiving staff. The incumbent reports to the Director, Risk Management.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Plans, schedules, directs, evaluates, and supervises the work of support staff in purchasing and shipping/receiving. Ensures that staff receives appropriate training. In consultation with People Culture & Diversity, administers the collective agreement in relation to support staff including exercising hiring authority, disciplining as applicable, authorizing overtime, reviewing requests for leaves and other similar requests, and representing management where required in the grievance process.
- Sets goals; establishes priorities; manages resources; develops concepts and approaches; reviews projects progress and results; and makes management decisions for the procurement and shipping and receiving functions.
- Undertakes complex and critical purchasing tasks including major tenders (e.g. food services; janitorial services; security contract; print strategy; parking). Writes formal documents in support of the tenders, performs complex analytical calculations, and is familiar with electronic tendering/evaluation solutions such as Bonfire.
- Develops and implements purchasing and contract management instructions, policies, and procedures. Raises awareness for these across the University community and provides education to select groups as needed, including making presentations and running workshops for internal audiences and providing guidance and instruction where required to external groups.

- Recommends, develops, implements and maintains a system of internal controls that ensures compliance with procurement, Corporate Services and University policies procedures and instructions, and all applicable laws. Ensures that proper audit and business practices for purchasing and contracts are implemented and monitored.
- Develops and implements consistent contract templates for use throughout the University and ensures that agreements developed across the University conform to Corporate Services' standards.
- Examines third party purchasing contracts providing guidance to internal clients on terms such as scope of work, pricing arrangements, performance requirements and issues resolution arrangements identifying potential issues and proposing solutions.
- Works with key stakeholders to evaluate vendor performance and ensure compliance with contractual agreements. Terminates or recommends termination of contracts if contractual obligations are not met.
- Researches, develops and implements ethical and sustainable procurement practices, including participating on related committees (BCNET, CCSP)
- Ensures that pertinent legislation is adhered and applied to procurement practices (e.g. Public Procurement Law, Agreement on Internal Trade (AIT) and Government of BC Capital Asset Management Framework and that the University spends public dollars in a transparent, ethical and fair manner
- Contributes to the appropriate management of University assets implementing and maintaining appropriate controls for receiving, distribution and disposal/sale of end of life and surplus items.
- Develops and implements and monitors customer service standards and team purchasing concepts and practices.
- Determines the best procurement, contract management and shipping and receiving software solutions for the University and supports system implementation, maintenance and optimization.
- Manages the Corporate Purchasing Card program for the University.
- Develops and manages the budgets for procurement and shipping/receiving.
- Analyzes technical data in suppliers' proposals.
- Maintains the continuity of the operations of the Corporate Services department in the absence of the Director.

- Performs other duties as assigned by the Director.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of methods and procedures involved in procurement, including contract preparation, specification writing, analysis of information, report writing, formation and discharge of contracts, and administration of contracts.
- Successful demonstration of Supply Chain focused technical expertise within a formal management role including managing a supply chain ecosystem.
- Exceptional knowledge of applicable laws, regulations and legal terms, including those related to federal and provincial taxation, the Agreement on Internal Trade (ITA), customs, TDG, WHMIS, WCB, Freedom of Information and Protection of Privacy (FOIPPA), and the ability to interpret and apply these laws and regulations as they relate to the purchasing function.
- Knowledge of budgetary processes, including the development and administration of operating fiscal management models.
- Extensive experience negotiating complex equipment and service contracts, and resolving contract disputes
- Considerable experience developing and implementing Contract Management and Vendor Performance Management programs
- Proven management, leadership and administrative skills.
- Demonstrated ability to plan, schedule, direct, evaluate and supervise the work of employees.
- Demonstrated ability to develop, plan, execute and complete multiple projects simultaneously.
- Ability to successfully conclude legally binding arrangements on behalf of the University.
- Experience leading and developing collaborative team environments.
- Ability to analyze and solve problems.
- Ability to perform financial analyses and mathematical calculations.
- Ability to work well under pressure and to meet deadlines and organizational requirements effectively.

- Ability to establish and maintain effective working relationships and represent the University in professional buying groups.

REQUIRED TRAINING AND EXPERIENCE

- Bachelor's degree, preferably in Commerce, Business Administration or a related field.
- National Institute of Supply Chain Leaders (NISCL) designation preferred (or equivalent)
- A minimum of 5 years' recent related and relevant experience at a senior management level in a public sector, unionized, multi- disciplinary organization. This should include experience with major purchasing projects, complex procurement challenges, and establishing priorities for a department
- ERP experience required (Workday experience is an asset)
- Construction and IT procurement experience would be an asset
- An equivalent combination of education and experience may be considered