

Class No.:	
Original Date:	May 2007
Revision Date:	July 5, 2021
Pay Group:	26

JOB DESCRIPTION - SENIOR BUYER

NATURE AND SCOPE OF WORK

The Senior Buyer is a subject matter expert in Supply Chain Management and is responsible for the more complex purchasing functions. This position is responsible for leading competitive tendering and contract negotiations, including performing related administrative and legislative compliance activities, and conducting research and analysis to ensure the best overall value to the University. Reporting to the Purchasing Manager, the Senior Buyer oversees and facilitates the process supporting the development and issuance of solicitations for the supply of goods and services which involve the strategic, timely and economic acquisition of construction, renovations, equipment, services and supplies. In addition, the individual will maintain a contract and purchase order system, ensuring accuracy and timely reporting capabilities. The Senior Buyer will recommend new systems and process improvement initiatives and support change management strategies. This position requires effective relationship and rapport building capabilities with internal and external stakeholders. The Senior Buyer will act as an advisor for best practices, University standard practices and all public sector, provincial and federal legislation related to procurement activities.

ILLUSTRATIVE EXAMPLES OF WORK

- Acquires products and services pertaining to all areas of University operations, including evaluating and monitoring corporate procurement needs.
- Designs, develops, maintains and executes supply chain project plans using established project management methodologies as directed; recommends resources requirements and estimates risk and project costs; leads projects as requested by the Manager or Director.
- Collaborates regularly with key stakeholders including the Associate Director Facilities, Project Managers, Architects and external Legal to provide leadership, guidance and expertise in the development of specifications, terms and conditions to be incorporated into bid documents.
- Prioritizes by estimated dollar expenditure to determine appropriate method of procurement. Prepares documentation with detailed contractual terms and specifications. Determines and qualifies bidders to participate in the competitive bid process. Issues invitation for competitive bids to BC Bid.
- Reviews technical specifications and user department requirements to determine the best procurement method to be used.
- Conducts product research and schedules demonstrations for testing to determine the technical specifications suitable to meet the user department needs.

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- Works with internal departments and external contractors on developing scope, evaluation criteria and a weighting grid to facilitate the objective selection of successful supplier(s). Prepares detailed spreadsheets for ease of analysis and summarizes responses, including recommendation for contract award. Clarifies responses as needed with bidders. Manages contracts after award.
- Prepares competitive bids, sets up the evaluation process, and negotiates acceptable terms and conditions. Resolves bid irregularities, performs price and cost analysis, and negotiates prices and terms in the best interest of the University. Conducts follow up procedures when necessary.
- Generates tender documents, professional services contracts and purchase orders including ensuring that documents are appropriately written and protected from liability.
- Reviews purchasing contracts for commercial terms and recommends changes or additions to protect the Universities interests.
- Administers contracts afterwards including monitoring compliance with terms, conditions and timelines.
- Develops formalized performance-based metrics and the implementation plan for electronic vendor evaluations. Monitors and reports on supplier performance
- Works with senior management to develop strategies to optimize the Universities purchasing activities, including recommending, developing and implementing technology strategies to support and improve the efficiency and effectiveness of the procurement function.
- Develops and implements professional purchasing practices, programs, processes, policies and procedures. Ensures University purchasing programs are consistent with professional principles of purchasing for a public institution in B.C.
- Provides advice to the Manager on annual budget. When requested, assists in the preparation of the annual budget. Monitors department spends for appropriateness.
- Reviews supply chain management processes and internal mechanisms for cost saving and re-engineering opportunities, including sustainable supply chain concepts, where appropriate.
- Analyzes and researches markets to identify cost drivers, trends and competitive environment for selected large dollar spends.
- Ensures compliance with internal controls to ensure compliance with University goals, objectives and policies, and with applicable laws. Recommends, develops and implements and supports changes to internal controls.
- Ensures legal, ethical and fair treatment of suppliers, including pricing and contract negotiations.
- Interprets and applies Provincial and Federal taxation laws relevant to the tax status of the University to ensure that the University is taking advantage of all possible tax exemptions.

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- Interacts with suppliers throughout the purchasing and selling process. Acts as a University contact for a variety of external agencies with regard to purchasing matters. Resolves supplier disputes and challenges, and reviews and evaluates supplier performance.
- Works with internal customers, including management, throughout the purchasing process, providing guidance on procurement policies, strategies and best practices.
- Ensures compliance with applicable legislation, trade agreements and internal controls to ensure ethical and fair treatment of suppliers, including pricing and contract negotiations.
- Develops and maintains industry contacts through active participation in industry association, cooperative buying groups, etc. Maintains current knowledge in all areas related to the position.
- Conducts research and analysis to ensure Capilano University receive the best overall value to the University. Acknowledges the importance of decision-making on local, environmental, and social impact interests. Tracks government procurement initiatives such as Aboriginal procurement, green purchasing sustainability initiatives.
- Assigns work to and checks the work of the Purchasing Assistant. In the absence of the Purchasing Manager, provides guidance to purchasing and shipping and receiving staff including assigning, checking and maintaining the flow of work.
- Participates in various committees as required.
- May be required to take training and act in the capacity of a floor warden as part of the Universities Emergency Preparedness Plan (Fire, WHMIS, and Earthquake).
- Performs other duties related to the qualifications and requirements of the job.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of procurement principles, methods, procedures and practices in a public sector environment, including knowledge of tendering and contract award processes, knowledge of ethical principles, and the ability to prepare related documentation.
- Thorough knowledge of Canadian construction, tendering and contract law(s) and practices.
- Thorough knowledge of applicable goods and services including building maintenance and repair, computer hardware/software, new products, sources of supply, price trends and relevant technology
- Thorough knowledge of applicable laws, regulations and legal terms, including those related to federal and provincial taxation, New West Partnership Agreement, Canadian Free Trade Agreement, Canada – US – Mexico Agreement, customs, TDG, WHMIS, WCB, Freedom of Information and Protection of Privacy, and the ability to interpret and apply these laws and regulations as they relate to the purchasing function.

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- Thorough knowledge of the Capilano University Procurement Policy and procedures, and other relevant university policies, and educates clients on existing procurement policies, practices and tools available.
- Thorough knowledge of project management, workflow, logistics and business analysis principles, methodologies and techniques in relation to Purchasing, Shipping/Receiving and Finance.
- Proficient in the use of MS Office applications (Excel, Word, PowerPoint and Outlook)
- Excellent communication, presentation, negotiation, conflict resolution, consensus building and interpersonal skills.
- Ability to write, review and/or edit technical reports, specification terms, Bid calls , Request for Proposals , etc.
- Considerable knowledge and skill in use of Supply Chain Management ERP systems.
- Working knowledge of departments served.
- Strong analytical, strategic, critical thinking, decision making and problem solving skills.
- Ability to act with considerable independence of action and judgement on a variety of matters, to use initiative and discretion to operate with specific autonomy, and to improvise within a pre-set standard.
- Ability to apply negotiation and conflict resolution skills.
- Ability to act tactfully with staff and to establish and maintain effective working relationships within the University and with suppliers, government agencies and the general public.
- Ability to maintain confidentiality.
- Ability to abide by professional purchasing practices, programs, processes, policies and procedures.
- Ability to assign and review the work of others engaged in similar tasks.
- Ability to interpret and follow written instructions.

REQUIRED TRAINING AND EXPERIENCE

- Supply Chain Management Professional (SCMP) designation
- 6 years experience in a Procurement leadership role, including training, public sector procurement and construction.
- Valid BC Driver's Licence, Class 5