

1. Position No. 32058	2. Descriptive Working Title SENIOR MANAGER, SUPPLY CHAIN SERVICES	3. Present Classification Excluded Mgmt
4. Branch CORPORATE SERVICES	5. Department SUPPLY CHAIN MANAGEMENT	6. Work Location Telework Eligible
7. Date MAY 2017; Revised May 2022	7. Position No. of Supervisor 33018	8. Descriptive Work Title of Supervisor VICE PRESIDENT, CORPORATE SERVICES & CFO
9. Classif. of Supervisor Excluded Mgmt		

POSITION SUMMARY

Reporting to the Vice President, Corporate Services & CFO, the Senior Manager, Supply Chain Services is responsible for leading BC Housing's procurement, strategic procurement, strategic outsourcing and vendor contract management functions. As a business service leader, the incumbent is instrumental in developing and implementing a responsible yet workable policy framework, providing professional advice, education and customer service across the organization, and working in collaboration with the business areas in accomplishing their procurement and contracting objectives within the risk tolerance of the organization. He/She/They develops a strategic sourcing strategy to reduce procurement costs and to secure supply of critical goods and services. The incumbent leads negotiations for high risk and high profile procurement, contracts and leases, and develops relationships with crown corporations, government and other organizations with respect to joint purchasing opportunities and strategic partnerships. In addition, the position provides advice and training to non-profit housing providers regarding their procurement and contract management functions, provides subject matter expertise to the business areas in BC Housing, and develops and maintains relationships with major suppliers and contractors.

MAJOR RESPONSIBILITIES

1. Develops, recommends and leads the implementation of strategies, policies, standards, controls and systems pertaining to procurement, strategic procurement, strategic outsourcing, and vendor contract management in accordance with legal and statutory requirements, BC Housing policy, corporate business goals, and organizational risk tolerances.
2. Works closely with staff and business areas in providing professional advice and education regarding procurement and contracting, and develops strategies and opportunities to accomplish goals within the risk appetite of the organization.
3. Provides oversight and due diligence of procurement and contract management processes from end to end, ensuring value for money and mitigation of risk with respect to litigation, contract deficiencies and other business-related exposure. Critically assesses risk using an impact and consequence perspective.
4. Develops a strategic sourcing strategy to secure longer term supply of goods and services, reduce procurement costs and risks, and develop supply partnerships, alliances and other mutually beneficial relationships in order to better serve the procurement needs of the Commission
5. Leads and manages Expressions of Interest, Requests for Proposal, tenders, negotiations, awards and contract management for purchases, contracts and leases of a complex, high risk and/or sensitive nature
6. Develops processes and tools for non-profit housing providers to utilize in their procurement activities, provides consultation, advice and training regarding the philosophies, processes and practices of procurement and contract management, and assists providers in the more effective use of their limited resources

7. Develops performance metrics and manages the analysis of vendor contract performance data; reports on performance, and recommends options and strategies for performance improvement and changes in targets and measures where deemed appropriate
8. Manages the dispute resolution process where there are disputes regarding the provision of goods and services and adherence to contract provisions; authorizes equitable adjustments and works closely with legal advisors in dealing with matters that proceed to litigation.
9. Liaises with major suppliers/contractors to keep current with market conditions, market structures, and service/supply performance, convey information regarding purchasing and contracting policies and processes, provide interpretations of contracts, and pursue supply chain opportunities
10. Participates as a member of the Branch Senior Management Team; brings forward issues and priorities of concern and relevance to the Branch and the Commission, participates in the discussion of issues impacting business or operating strategies, and provides advice and counsel from a financial and accounting perspective regarding emerging issues.
11. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish goals.
12. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Senior Manager, Supply Chain Services, reports to the Vice President, Corporate Services & CFO.

The position supervises a team of staff, including excluded and bargaining unit employees.

QUALIFICATIONS

Education, Experience and Occupational Certification

University degree in a relevant field such as business, finance or economics

Considerable experience in leading procurement, strategic procurement, strategic outsourcing, and contracting within the public or not-for-profit sector

Or an equivalent combination of education, training and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Leadership Competencies:

- Alignment & Results
- Relationship Building/Management
- Team Development

Considerable risk management knowledge and experience

Considerable knowledge in leading change and the provision of ongoing education programs that focus on teaching skills/knowledge to customers or business areas responsible for delivering services

Considerable knowledge of the philosophies, practices and processes of strategic procurement and contract management

Considerable knowledge of the changing dynamics around outsourcing and strategic partner relationships

Considerable knowledge and understanding of the Commission's programs, operations and procurement and contracting requirements

Ability to develop and implement strategic sourcing and procurement strategies

Ability to establish strategic relationships and manage procurement/contracting functions in meeting the needs of the Commission

Ability to lead, coach and motivate staff in a team setting with a customer service focus

Excellent consensus building, problem solving, conflict resolution and negotiation skills

Excellent leadership, communication, presentation and interpersonal skills

Excellent customer service skills