

Job Title:	Manager, Strategic Sourcing	Job Level:	Manager
Division/Department:	Finance,	Job Band:	Band 6
Supervisor Title:	Director, Strategic Procurement,	Supervisor Job #:	1228

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

Leads BC Transit's strategic procurement team in the execution of capital focused procurements and a variety of other public procurement processes to support BC Transit. Provides highly responsive customer focus service while maintaining compliance with legal, regulatory and funding requirements. Oversees the competitive bid process concerning acquisitions for revenue and non-revenue vehicles, capital equipment, construction, services, and. Liaises with stakeholders across the organization to ensure quality of BC Transit's Procurement processes.

Updates, advice, and recommendations are routinely provided to the Director, Strategic Procurement to inform broader planning and decision-making. As part of the branch management team, the Manager works with fellow branch Managers to foster information sharing and collaboration across units to support an integrated and effective procurement system for the department.

ACCOUNTABILITIES

- Contributes to the development of strategies, plans and policies that drive focus and prioritization for achievement of the Strategic Procurement team goals.
- Oversees and ensures fair and transparent processes, procedures, negotiations and administration for competitive bidding related to construction, facilities' maintenance, renovation, Information Technology and related professional services through various competitive bidding formats and project delivery-methods.
- Provides oversight in the evaluation, negotiations and recommendation of the awarding of contracts as required by defined legislation and ensures administrative approvals are met.
- Provides professional and specialized advice, consultation and scrutiny in the development and review of complex proposals, including project delivery method, competitive bidding format, insurance, bonding and risk management issues related to the review of various competitive bidding strategies that are unique, complex and highly technical in nature.
- Consults with internal and external sources on key decision making as applicable. Reviews all relevant processes to ensure the highest levels of fairness, transparency, and efficiency is maintained.
- Manages all aspects of staffing including recruitment and selection, scheduling, supervision, coaching and developing, growth and project opportunities, performance management and all other people management practices for this team.
- Builds and maintains effective working relationships with all levels of staff and a variety of stakeholders including government officials, the vendor community, regional partners, municipal officials, and BC Transit colleagues.

- Maintains professional and technical knowledge/ keeps abreast of changes and new and emerging trends or information in the industry by attending education opportunities, reviewing professional publications, establishing personal networks.
- Develops and implements quantitative and qualitative measures for reporting and managing procurement processes and fiscal sustainability.

QUALIFICATIONS**EDUCATION**

- Bachelor's degree in any related discipline (Law, Business etc.)
- An equivalent combination of education and or experience may be considered

EXPERIENCE

- A minimum ten (10) years procurement and sourcing experience
- 5-7 years of management experience in a leadership role in private or public sector
- Demonstrated proficiency in negotiation
- Sound knowledge of public sector procurement with an emphasis on procurement, contract law and associated practices
- In-depth knowledge and experience with commercial contract law
- In-depth experience in procurement in a Canadian public sector environment
- Excellent facilitation and stakeholder engagement skills
- Excellent business acumen
- Demonstrated written and verbal communication skills