

## Position Identification

<b>Position Title</b>	Director, Procurement		
<b>Position Replaces</b>	Director, Strategic Procurement		
<b>Position Level</b>	Director	<b>Position Code</b>	1228
<b>Pay Band</b>	Exempt Band 8	<b>Revision Date</b>	May-25
<b>Supervisor Title</b>	VP, Finance and CFO	<b>Sup. Position Code</b>	1004
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	On File	<b>Flexible Work Arrangement</b>	Flexible Work
<b>Division</b>	Finance		

## 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.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

The Strategic Procurement team at BC Transit plays a critical role in supporting the corporation by leading and facilitating a wide range of complex procurement and contract management activities. This team works collaboratively with project managers, legal teams, and subject matter experts to conduct full-cycle competitive procurement processes and negotiate contracts that align with BC Transit's legal, regulatory, and policy obligations.

Leveraging their extensive knowledge of public procurement and contract law, the Procurement team provides essential support throughout the entire procurement process. This includes procurement planning, requirements definition, strategic guidance for solicitation development, contract negotiations, and ongoing supplier management. The team's mandate is to ensure compliance, secure the best value for BC Transit, and manage contracts effectively to support the corporation's goals.

## Job Overview

Reporting to the VP, Finance and Chief Financial Officer, the Director, Procurement is responsible for leading the design, planning, execution, and oversight of procurement and contract management strategies across the organization. This includes developing and

implementing policies, processes and tools that support cost efficiency, service quality, and transparency.

The Director provides strategic leadership for the procurement of goods and services across the organization. As a senior leader, the incumbent ensures alignment of supply chain management practices with organizational objectives and industry best practices.

The role requires expert knowledge in public sector procurement, contract negotiation and management, supplier performance and stakeholder engagement. The Director will collaborate across departments to support organizational needs, maintain strong supplier relationships, and ensure procurement activities meet regulatory, financial, and operational requirements.

### Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Enterprise Strategy and Planning</b>	<ul style="list-style-type: none"><li>• Develop and lead the strategic procurement plan for centralized procurement of goods and services required for operations, fleet, facilities, Information and Communications Technology (ICT), technology projects, and capital projects and investments</li><li>• Ensure procurement activities maximize value for the organization as a whole, achieve established goals, and assist all other functions in the organization in achieving their quality, schedule and cost objectives</li><li>• Continue to improve and implement the procurement transformation strategy with the vision of transforming the procurement services to ensure efficiency and effectiveness of our policies, tools and processes, to deliver the best value and support the best transportation solutions</li><li>• Ensure required knowledge of the supply market, industry and business environment trends to provide the company with advice and identify opportunities to improve the business</li><li>• Provide strategic guidance to the organization on procurement-related matters, supporting informed executive decision-making</li><li>• Provide oversight and/or negotiate complex requests for equipment, commodities, infrastructure, supplies and services from suppliers and sub-contractors to acquire high quality products and services at optimal value</li><li>• Oversees the development, implementation and maintenance of procurement goals and objectives, policies and procedures, standardized processes, supply chain management systems, negotiation methods, and resource management practices</li><li>• Lead supplier engagement strategies to foster competitive, fair, and transparent procurement practices</li></ul>
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Leads all aspects of department operational and strategic planning, including defining business requirements, project planning, and workforce allocations</li></ul>

	<ul style="list-style-type: none"> <li>• Contributes to enterprise strategy development, analysis, and implementation in alignment with organizational needs</li> <li>• Provides leadership, coaching, support and performance management of direct reports ensuring their performance aligns with BC Transit values</li> <li>• Supports employees in achieving their professional growth goals by aligning their career aspirations with organizational objectives, identifying skill gaps and fostering employee engagement within the organization</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Manages the departmental and procurement-related budgets, ensuring alignment with strategic and operational goals, supporting corporate financial planning, and overseeing purchasing contracts and expenditures to meet financial objectives</li> </ul>
<b>Cross-Functional Collaboration</b>	<ul style="list-style-type: none"> <li>• Support collaborative business planning across BC Transit by delivering responsive and strategic procurement services and identifying opportunities to enhance the coordination and alignment between divisions</li> <li>• Ensure early engagement of procurement in capital and operational planning to support effective project delivery</li> <li>• Support organization-wide initiatives by providing responsive and strategic procurement services that meet stakeholder needs</li> <li>• Collaborate with project teams to develop sourcing strategies and contract frameworks that support project timelines and objectives</li> </ul>
<b>Compliance and Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with public sector procurement laws, trade agreements, ordinances, regulations and internal policies</li> <li>• Maintain current knowledge of relevant legislation, procurement directives, and regulatory trends affecting public sector procurement</li> <li>• Mitigate procurement-related risks through sound contract management, audit readiness, and transparent processes</li> <li>• Oversee and resolve complex negotiations to settle commercial disputes and claims with suppliers by establishing goals and approving commercial settlements</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Lead supplier engagement strategies to foster competitive, fair, and transparent procurement practices</li> <li>• Represent the organization with suppliers, industry associations, public sector partners, and government agencies</li> <li>• Build and maintain collaborative relationships with internal stakeholders to understand and support business needs</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Make continuous improvement recommendations regarding policies, processes and procedures aligned with best practices</li> <li>• Performs related duties in keeping with the purpose and accountability of the job</li> </ul>

## Summary of Qualifications and Job Specific Competencies

<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary degree in in Business, Engineering, Finance or Supply Chain Management or a related field</li> <li>• Supply Chain Management Professional (SCMP) or Public Sector Procurement Program (PSPP) designations preferred</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 10 years progressive leadership experience within procurement and contract management</li> <li>• Experience working in a complex unionized environment</li> <li>• Comprehensive experience with procurement and contract law, trade agreements, contract negotiation, drafting vendor agreements, and contract and vendor performance management.</li> <li>• Knowledge of the appropriate tools for grading, analyzing, and assessing supplies and services</li> <li>• Familiarity with supply chain management (SCM), enterprise resource planning (ERP), Procurement and contract management software</li> <li>• Experience/exposure/oversight of in-house legal functions is considered an asset</li> <li>• Experience in the Transportation industry preferred</li> <li>• An equivalent combination of education and experience may be considered</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Relationship Building</li> <li>• Problem Solving</li> <li>• Accountability and Dependability</li> <li>• Research and Analysis</li> <li>• Decision Making and Judgement</li> <li>• Providing Consultation</li> <li>• Creative and Innovative Thinking</li> <li>• Communication</li> <li>• Ethics and Integrity</li> <li>• Planning and Organizing</li> <li>• Enforcing Laws, Rules and Regulations</li> <li>• Mediating and Negotiating</li> <li>• Leadership, Coaching and Mentoring</li> <li>• Development and Continual Learning</li> <li>• Teamwork</li> <li>• Quality Orientation</li> <li>• Time Management</li> </ul>