

Position Identification			 <small>MOVEMENT OF UNITED PROFESSIONALS</small>
Position Title	Procurement Officer		
Position Replaces	n/a		
Position Level	Employee	Position Code	1939, 1859, 1115
Pay Group	Group 11	Date (last revised)	Jul-19
Supervisor Title	Manager, Strategic Procurement Infrastructure, Manager, Strategic Sourcing, Manager, Procurement Services	Sup. Position Code	1931, 1081, 1142
Additional Requirement	CRC	N/A	
Division	Finance	Flexible Work Arrangement	Flexible Work

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 BC Transit Strategic Procurement team's mandate is to facilitate a wide variety of complex procurements and contract negotiations. We work closely with project managers, legal teams, and subject matter experts to ensure compliance and achieve the best value. This position aligns with the mandate by providing support throughout the procurement process, from the planning stages to contract negotiations, leveraging their expertise in public procurement to conduct complex procurements effectively.

Job Overview

The Procurement Officer is responsible for performing a variety of purchasing services involving major and medium level expenditures, long term or unique goods and services. They co-ordinate and administer complex multi-phase supply initiatives. Issues and oversees the execution of Professional and General Services contracts. Develops, in consultation with user departments procurement documents. Manages the competitive bid process with regards to acquisitions for

revenue and non-revenue vehicles, capital equipment, construction, services, and materials including a variety of public procurement processes to support BC Transit. Provides technical direction and guidance to departmental staff engaged in performing similar or associated procurement work. As required, assists in the introduction of new products or services.

Key Accountabilities and Expectations

Key Accountability	Expectation
Financial Responsibility	<p>Performs a variety of purchasing services involving medium and large dollar expenditures, long term or unique goods and services in an efficient and economic manner, including:</p> <ul style="list-style-type: none"> • Develops and assists with public bids process (ITQ, RFP, EOI, Tenders, Pre-Qualification), including evaluations and recommendations to award); • Develops commercial contracts and supports contract negotiations, executing, and managing contract details; • Support the development of specifications and deliverables; • Validates Single or Sole Source justifications. • Attending and conducting site visits and meetings as required.
Financial Responsibility	<p>Manages and administers complex supply initiatives and professional services contracts including:</p> <ul style="list-style-type: none"> • Leading, coordinating and directing procurement efforts; • Investigates market and supply opportunities; • Preparing business cases or reports to justify and support procurement methodologies and decisions; • Preparing and amending contracts as required, negotiating deliverables, price and cost elements, ensuring contract performance and ongoing administration; • Managing procurement schedules and budgets, undertaking risk/loss evaluations;
Financial Responsibility	<p>Develops, in consultation with user departments, project managers and other stakeholders, specifications, and competitive bid documents and resulting contracts with regards to acquisitions for revenue and non-revenue vehicles, capital equipment, services and materials, by:</p> <ul style="list-style-type: none"> • Developing commercial/legal aspects of tender or request for proposal documents, and reviewing technical specifications with responsible project manager; • Assists in the open public bidding processes for non-inventory Purchase Requisitions; • Issuing tender packages and receiving bids in accordance with BC Transit policies and accepted purchasing practices;

	<ul style="list-style-type: none"> • Coordinating selection committee and ensuring that process conforms to policies and procedures, and legal requirements; • Assist in the development of the final recommendation for award; • Drafting of contract documents, including Master Goods/Service Agreements, Consulting Agreements, Construction Agreement as required; • Negotiating commercial contracts; • Ensuring BC Transit Policies and Procedures are adhered to; • Ensuring proper funding and signature approvals prior to contract.
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Post secondary diploma in Business, Commerce, Economics, or other relevant field. • APICS, Supply Chain or Procurement certifications is an asset.
Experience	<ul style="list-style-type: none"> • Three years related experience in complex technical procurement, preferably in a public environment • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Knowledge of public sector procurement practices is an asset • Proven communication skills, both verbally and written • Proven experience with procurement solicitations and good understanding of contractual information • Ability to analyze information while using critical thinking