

PROCUREMENT & CONTRACTS LEAD

SUMMARY

Reporting to the Senior Manager, Information Services, the Procurement & Contracts Lead oversees and facilitates the development and issuance of solicitations for supply of goods, services and construction, ensuring regulatory compliance and best value for the organization. This position also provides contract support by working closely with business stakeholders, and corresponding with outside parties to minimize risk, increase efficiencies, and optimize value.

KEY ACCOUNTABILITIES

1. Manages the procurement life cycle

- Provides oversight, procurement expertise, and consultation for all business led procurement activities.
- Lead public tendering and bidding processes including RFP/ITQ/RFSQ development, contractor/supplier selection, tender and bid meetings, evaluations, negotiations, bid awards, and debriefings, when requested.
- Determines best source of supply by tender evaluation, application of an existing purchasing agreement or by other approved procedures
- Analyzes procurement specifications to ensure they are conducive to competitive tendering. Ensures adequate justification is provided by the project manager.
- Ensure purchase orders are planned, formed, and managed in accordance with the organizations respective policies and procedures for procurement.
- Ensure compliance with tendering and contracting laws, federal, and provincial regulations, and trade agreements.
- Prepare and provides training to staff on procurement policies and associated processes and procedures.
- Provide input on procurement procedures, ensuring best practice, efficiency and continuous improvement.

2. Provides contract support

- Understand commercial, legal, risk and EHS issues and provide advice to business units to ensure the organizations liabilities are minimized.
- Facilitates contract changes, amendments, dispute resolution and vendor management.
- Enhance and maintain standardization of agreement workflows, practices, procedures, and templates.
- Provide guidance to the organization in contracting processes and systems.
- Liaise and develop exceptional working relationships with the organizations staff to assess needs, analyze value, and form new contracts.
- Review and resolve invoice discrepancies related to supplies or services covered under contract and/or purchase order. Support records management to ensure alignment between both procurement and records management strategies.
- Support the corporate insurance program and renewal process.

3. Other duties as required.

QUALIFICATIONS

Training and Experience

- University degree in business administration or related field.
- Supply chain management education from a recognized institution such as: Purchasing Management Association of Canada - Certified Professional Purchaser Program, Institute of Supply Management - Certified Professional in Supply Management - or courses in the Public Sector Procurement Program (PSPP) or Strategic Supply Chain Management Program, or equivalent.
- Minimum five years demonstrated experience in procurement, purchasing and contract administration, with a preference for public sector procurement
- Familiarity with public sector guidelines, in particular public tendering processes, for procurement and contract management in British Columbia.

Knowledge, Skills and Abilities

- Knowledge of contract language and legal requirements for contracts.
- Ability to set and achieve targets and deliver results to the business.
- Ability to build and maintain effective working relationships internally and externally in order to deliver results.
- Ability to take ownership and accountability for assignments, plans, and goals, and deliver on commitments.
- Ability to get messages across in written and verbal form, and to listen and understand the messages of others.
- Ability to support and cooperate with other team members as required and contribute to the effectiveness of group.
- Ability to travel within the Basin.
- Use of a personal vehicle for travel.