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With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

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## **PURCHASING & RISK MANAGEMENT OFFICER**

As part of the Finance team and reporting to the Director of Finance/CFO, you will be responsible for research, development and implementation of sourcing, contracting and procurement processes and procedures to optimize and support operational needs and Council's strategic plan. This position is responsible for risk management activities including identification and assessment of risks, and the ongoing maintenance and monitoring of the City's risk management governance framework.

To complement your diploma in Supply Chain Management, Business Administration or a related field, we are looking for candidate that have:

- Supply Chain Management Professional (SCMP) designation.
- Training in the use of contract documents through the Master Municipal Construction Documents Association.
- A minimum of five (5) years of progressive public procurement work experience, including experience designing, developing and implementing best practices sourcing and leading complex procurement projects.
- A minimum of three (3) years of supervisory experience, preferably in a municipal purchasing/stores environment.
- Risk/claims management experience.

Success in this role will require a thorough understanding of public sector procurement, risk management and contract law, along with a focus on developing and implementing optimal purchasing and risk management policies, processes and systems to meet the needs of all departments in the organization.

This exempt position offers a competitive salary, commensurate with qualifications and experience, as well as an attractive benefit and vacation package.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

**This posting closes at 4:30 pm on Tuesday, March 13, 2018.**

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Please send your resume with covering letter, quoting **Competition EXT-18-19** to:



Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

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We thank all applicants, however, only those selected for interviews will be contacted.

**PURCHASING & RISK MANAGEMENT OFFICER****Approval Date:** February 2018**Department:** Finance IAFF CUPE Management**Title of Immediate Supervisor:** Director of Finance/Chief Financial Officer**General Accountability:****Purpose and Scope**

The Purchasing & Risk Management Officer, under the direction of the Director of Finance/Chief Financial Officer, is responsible for research, development and implementation of sourcing, contracting and procurement processes and procedures to optimize and support operational needs and Council's strategic plan. This position is responsible to ensure that the City's purchasing policy is adhered to for all purchases and is responsible for the disposal of all City assets other than land. The Purchasing & Risk Management Officer is responsible for risk management activities including identification and assessment of risks, and the ongoing maintenance and monitoring of the City's risk management governance framework.

**Nature and Scope of Work**

- Develops, reviews and implements policies, processes and systems to facilitate optimal purchasing practices to meet the needs of all departments;
- Proactively identifies, develops and oversees cost-reduction strategies, market analysis, short and long-term sourcing opportunities, supplier evaluations and negotiations to improve operational efficiencies and provide best value;
- Provides training, information and advice to staff and Council to support understanding and compliance with corporate policies, processes and legislation related to procurement;
- Working with other departments, determines and establishes procurement methodology best suited to achieve best overall value for the City;
- Works collaboratively with all departments to develop an annual procurement plan;
- Working within the requirements of the City's Purchasing Policy, prepares reports detailing the outcomes of all completed procurement processes making recommendations to senior management and Council;
- Ensures adherence to provincial and federal public purchasing laws, as well as Council's approved purchasing policy procedures and applicable trade agreements;
- Under the direction of the Chief Financial Officer, maintains and updates the City's Purchasing Policy as required;
- Prepares and/or oversees the bid solicitation process including preparation of Tenders, RFPs, RFO's, RFQ's, or other competitive processes, in consultation with other departments, ensuring those processes are completed in full conformance with all applicable laws and trade agreements and achieves accurate bidding processes at competitive prices;
- Provides guidance in and oversees the evaluation and negotiation process;
- Meets with vendors as necessary to discuss products, pricing and service;
- Seeks necessary legal advice to ensure all purchasing activities are completed in compliance with any applicable laws and trade agreements;
- Approves final contract awards and prepares and executes all necessary contract documentation;
- Prepares and conducts post-competition debriefings, detailing competition outcomes;
- Develops and implements a vendor performance program including monitoring, evaluating and applying corrective measures as required and reporting on performance objectives according to contractual terms and conditions;

- Oversees the disposal of obsolete and surplus assets;
- Develops the purchasing and risk management budget and manages expenses within approved budgets;
- Manages reporting staff, including hiring, probationary period evaluations, conducting performance evaluations, identifying training needs, identifying/implementing performance improvement measures including issuing discipline where appropriate and making recommendations for termination in consultation with the Human Resources department;
- Directs the activities of reporting staff, establishes work priorities and sets goals and objectives;
- Facilitates learning and growth by providing training, coaching and mentorship to staff, ensuring that professional development and certification requirements are met;
- Establishes and maintains collaborative, effective working relationships with vendors, contractors, the general public and all City staff;
- Prepares and conducts Council and public presentations with respect to the City’s procurement processes when required;
- Maintains any required professional designations and keeps current with emerging trends and best practices in local government purchasing and risk management;
- Develops and maintains regular reporting on procurement activities status for senior management and Council;
- Reviews relevant legislation to determine impact on risk exposure, develops contingency plans to deal with adverse events, and identifies opportunities to minimize and eliminate risks;
- Coordinates the City’s response to all property and liability claims by utilizing City staff, private adjusters, legal counsel and the City’s insurers;
- Under the direction of the Chief Financial Officer, provides recommendations to Council and training to staff on matters involving risk management, risk analysis, property, liability, errors and omissions and accident insurance, and contract wording in an effort to minimize the City’s exposure to accidental loss;
- Develops and maintains appropriate insurance requirements for the City;
- Promotes a safe workplace, ensuring all established safety procedures are followed;

**Necessary Qualifications**

**Technical Knowledge/Skills:**

- Detailed knowledge of public sector procurement legislation.
- Knowledge of procurement policy and process development.
- Detailed knowledge and understanding of the tendering process and other competitive bid processes.
- Detailed knowledge of all industry standard public purchasing contract forms from goods and services purchases to complex construction contracts.
- Basic understanding of project management and contract administration.
- Considerable knowledge of the type and class of goods, materials and equipment required by the City, along with a wide variety of matters affecting procurement such as availability of supply, commodity prices, market reports and trends, general business conditions, government regulations and tariff changes.
- Detailed knowledge of risk management, claims management, and contract law.
- Proficient with purchasing/business software relevant to the role, and all aspects of MS Office Suite.
- Working knowledge of the Collective Agreement and the City’s Labour Relations Principles.
- Knowledge of budget formulation and maintenance processes.

**Key Competencies:**

<b>Key Competency</b>	<b>Job Specific Requirements</b>
Collaboration and Negotiation	Excellent negotiation skills and ability to analyse, negotiate, prepare and monitor contractual agreements. Ability to foster collaborative relationships with both internal and external stakeholders.
Communication	Very strong interpersonal and oral communication skills, professionally demonstrated in all internal & external stakeholder relationships. Able

	to write concise and complex reports, analyses, policies and procedures.
Conflict Management	Able to resolve conflict with a professional manner and calm demeanour, and deal effectively with the public, subordinate and external department staff, contractors, elected officials, and outside agencies.
Decision Making and Problem Solving	Able to develop business cases analyses and recommendations. Able to make difficult purchase decisions, manage risks associated with major projects or purchases, and award contracts objectively and impartially.
Initiative	Self-starter and highly motivated to make proactive changes. Adaptable to rapidly changing demands and circumstances in a changing work environment.
Leadership	Strong leadership skills with employees and contractors, including provision of feedback, encouragement, expectations and follow up. Leads by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Networking and Relationship Building	Able to establish and maintain effective working relationships with employees, other departments, vendors, agencies, partners and the public.
Planning and Organizing	Proficient in planning, developing and implementing policies and processes related to procurement and risk management that meet the needs of the organization. Skilled at setting and achieving priorities and goals.
Professionalism	Exemplifies professionalism and personal integrity in the performance of duties.
Results and Quality Focus / Attention to Detail	Able to organize and manage projects with acute attention to detail and a focus on achieving optimum results for the organization.

**Education/Training/Certification:**

- Minimum two (2) year Diploma in Supply Chain Management, Business Administration, or related field from a recognized educational institution.
- Supply Chain Management Professional (SCMP) designation.
- Member of Supply Chain Management Association of Canada.
- Training in the use of contract documents through the Master Municipal Construction Documents Association (MMCD).
- Public Sector Procurement Program Certificate is considered an asset.
- Satisfactory criminal record check.
- Must possess and maintain a valid BC driver’s license as per City policy.

**Experience:**

- Minimum five (5) years progressive public procurement work experience, including experience designing, developing and implementing best practices sourcing and leading complex procurement projects.
- Minimum three (3) years of supervisory experience, preferably in a municipal purchasing/stores environment.
- Risk/claims management experience.
- Local government experience is preferred.