

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

BUYER & RISK ANALYST

EXEMPT (Y/N): No

SALARY LEVEL: Grid 1, Band 13

LOCATION: Main Office

APPROVED BY: Mgr. Purchasing and Risk Mgt

REPLACES: Buyer

DIVISION: Purchasing and Risk Management

DEPARTMENT: Corporate Services

SUPERVISOR: Purchasing & Risk Officer

DATE: Oct 2021

DATE: May 2018

SUMMARY Under the general direction of the Purchasing & Risk Officer, the Buyer & Risk Analyst facilitates the purchase of goods and services for the Sunshine Coast Regional District and provides advice to staff on the full range of procurement activities. This position also supports the division with the coordination of risk management activities.

KEY RESPONSIBILITIES *include the following:*

1. To facilitate the purchase of goods and services as assigned for departments and divisions of the SCRD. Provides advice to staff on tendering procedures, contract development, issuance and administration.
2. To maintain purchasing systems with respect to creating or receiving appropriate documentation including: requisitions, purchase orders, tenders, requests for proposals, advertising, contract documents, etc.
3. To record data within the computerized purchasing and fixed asset systems with respect to receiving, inventory control, storage and the flow-through of accounting information, from purchase order or contract document to payment of the account.
4. To adhere to the policy and procedural framework to ensure fiscally responsible, transparent and fair purchasing practices at the Sunshine Coast Regional District. Such policies may include but are not limited to: supply sources, group purchasing, tendering process, use of purchase cards, bulk purchasing and asset disposition.
5. To conduct product and service research and analysis or assist product users in research and analysis to ensure the SCRD quality, value and availability needs are met: to provide expertise with regard to potential sources and retain appropriate product and supplier information as necessary.
6. To advise departmental clients and vendor's regarding on best practices for requirements, specifications, contracts and details of goods and services to be purchased: liaises with and interview/debrief suppliers.
7. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
8. To provide training and share information to staff regarding compliance with corporate policies, processes and legislation pertaining to procurement.
9. To support with the necessary elements for an effective risk management program including, insurance and legal requirements, inspection schedules, documentation of procedures and other risk management activities

TYPICAL ACTIVITIES *include the following,*

1. Coordinate the processing of vehicle changes with our fleet broker; works with the fleet division on updating vehicle inventory and insurance files.
2. Develops and leads procurement activities such as Request for Proposals, Request for Quotations,

Request for Information, Tenders and their related documents and/or amendments.

3. Ensures maintenance of supporting documentation, supplier compliance with terms and conditions of the agreement are up-to-date.
4. Manages day-to-day procurement; including, repairs, inventory, operating parts and supplies & third-party contract services.
5. Prepares contracts and provides contract administration / management.
6. Coordinates the disposal of surplus or obsolete stock.
7. Ensures all work is done in accordance with applicable policy, procedures and professional standards with vendors and business units.
8. Processes new & existing claims including set-up, administration, reporting claims to the appropriate agency(ies).
9. Exercises independent judgment in completing assigned tasks in accordance with SCRD policies and procedures and accepted public procurement best practices.
10. Investigates, recommending and resolving problems with Purchasing & Risk Officer and Manager, Purchasing and Risk Management.
11. Other related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE

- Completion of Grade Twelve (12) or equivalent.
- Completion of second year of the Supply Chain Management Professional (SCMP) program from Supply Chain Canada or completion of public sector procurement program.
- Procurement designation would be considered an asset.
- Minimum of 5 years related experience; including, full procurement life cycle, contract management, risk management, enterprise resource planning (ERP).
- Experience in using Adobe Acrobat Professional is considered an asset.
- An equivalent combination of training and experience may be considered.

OTHER SKILLS/KNOWLEDGE

- Sound knowledge of public procurement practices relating to trade agreements, competitive bidding, general contract terms and conditions.
- Strong organizational, communication skills, including the ability to work collaboratively with stakeholders, using tact and diplomacy.
- Ability to work within deadlines, handle multiple tasks and successfully meet challenges.
- Ability to problem-solve purchasing issues in a timely manner.
- Ability to research, compile and analyze information.
- Proficient with Microsoft Office software programs.