

SUNSHINE COAST REGIONAL DISTRICT

JOB DESCRIPTION

PURCHASING & RISK OFFICER

EXEMPT (Y/N): No

SALARY LEVEL: Grid 1, Band 20

LOCATION: Field Road

APPROVED BY: Mngr, Purchasing & Risk Mngt

DIVISION: Purchasing & Risk Management

DEPARTMENT: Corporate Services

SUPERVISOR: Mngr, Purchasing & Risk Mngt

DATE: Oct 2021

Replaces: Purchasing Officer

DATE: Feb 2018

SUMMARY: Under the general direction of the Manager, the Purchasing & Risk Officer oversees the day-to-day corporate procurement program, including workload allocation, consistency, quality control, and escalation, while providing subject matter guidance to staff on the full range of procurement and risk management activities.

KEY RESPONSIBILITIES *include:*

1. Serves as a subject matter expert to provide guidance to staff on tendering process and procedures, contract administration and inventory control.
2. Assists in developing policy and procedural framework, in consultation with staff, to ensure fiscally responsible, transparent and fair purchasing practices at the Sunshine Coast Regional District with regard to supply sources, group purchasing, tendering process, use of purchase cards, bulk purchasing and asset disposition.
3. Conducts product and service research and analysis or assists product users in research and analysis to ensure the SCRD quality, value and availability needs are met.
4. Provides expertise with regards to potential sources and retains appropriate product and supplier information as necessary.
5. Manages the ERP system with respect to procure-to-pay functionalities.
6. Researches, coordinates, and supports the necessary elements of effective corporate risk management programs, including insurance and legal requirements, claims administration, inspection schedules, documentation of procedures, Enterprise Risk Management, Business Continuity Management, and other risk management activities.
7. Provides guidance, information, tools, and support to staff completing risk assessments, , and related risk management activities.
8. Maintains purchasing systems with respect to creating or receiving appropriate documentation such as requisitions, purchase orders, tenders, requests for proposals, advertising, contract documents, etc.
9. Records 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.
10. Assigns, reviews, and directs the work of staff in similar classifications and contractors some of the time and as required, monitoring to ensure that established deadlines and the division's service and safety standards are met, and implements or recommends means of improving service delivery.
11. Ensures compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.

TYPICAL ACTIVITIES *include:*

1. Provides end-to-end procurement activities in accordance with policy, procedures, and operating guidelines.
2. Ensures the integrity of the acquisition process, maximizes acquisition strategies, monitors and

- maintains supplier performance, and creates binding contractual documents.
3. Serves as a subject matter expert to provide technical and professional advice with respect to requirements and specifications, acquisition of goods and services, inventory control, and disposal of surplus assets.
 4. Resolves critical and contentious service delivery and contract management issues that may impact service performance by building relationships and working closely with internal and external stakeholders.
 5. Manages the disposal of surplus or obsolete stock through appropriate channels.
 6. Provides training, information and advice to staff to support understanding and compliance with corporate policies, processes and legislation related to procurement.
 7. Leads the competitive procurement processes for developing and issuing of the Requests for Proposal, Tender, Quotation, and finalization of bid evaluation criteria.
 8. Manages concurrent procurement activities.
 9. Administers financial and insurance processes such as performance guarantees, certificates of insurance, bonds, and letters of credit for contracts.
 10. Seeks input from project/budget managers to ensure mutual understanding of objectives in order to achieve corporate targets.
 11. Guides the evaluation of tenders, bids and proposals in the negotiation process.
 12. Manages vendor performance including, monitoring, evaluating and applying corrective measures as required and reporting on performance objectives according to contractual terms and conditions.
 13. Supports corporate risks through Enterprise Risk Management, Business Continuity Management, insurance, claims administration, and related risk management programs.
 14. Implements safety regulations and policies in day-to-day work.

EDUCATION, TRAINING AND EXPERIENCE

- Completion of Grade Twelve (12).
- Two-year diploma in business management or a relevant discipline from a recognized post-secondary educational institution.
- A supply chain or public procurement designation from a recognized educational or professional institution is required.
- Risk management training or certification from a recognized educational or professional institution.
- Minimum of 7 years' experience in areas that include risk management, tendering, contract administration, assembling, publishing and awarding competitive procurements, and report writing.
- Valid Class 5 BC Drivers Licence

OTHER SKILLS/KNOWLEDGE

- Proficient with Microsoft Office software programs.
- Proficient in Enterprise Resource Planning (ERP) systems.
- Must possess sound judgement, independent decision-making, problem solving and strong communication skills.
- Ability to work within deadlines, handle multiple tasks and successfully meet challenges.
- Ability to communicate effectively on matters requiring a moderate to high degree of expertise with staff and the public, while maintaining a strong customer focus.