



THE UNIVERSITY OF BRITISH COLUMBIA

POSITION DESCRIPTION

BUSINESS TITLE: Procurement Programs Administrator
EMPLOYMENT GROUP: Management&Professional (AAPS)
JOB FAMILY: Supply Management
VP/FACULTY: UBC - AVP Finance & Operations
DEPARTMENT: UBC - Procurement Programs
SALARY: \$2800-\$3000/month based on candidate experience
Posting duration: 3 weeks
Start/end dates: September 2024 / April 30 2025
Company address: TEF3 - 5th Flr, 6190 Agronomy Road | Vancouver BC | V6T 1Z3 Canada.
Work authorization: Eligible to work in Canada.
Due to the nature of the work there will be a preference for applicants that identify as Indigenous, Black or of Black African descent, or from an historically, persistently or systematically marginalized (HPSM) groups

JOB SUMMARY

The Procurement Programs Administrator is responsible to support the Procurement Program Advisor and Manager for the overall coordination and oversight of the Procurement Program areas of responsibility - Indigenous procurement, Sustainability (Environmental) and Inclusive procurement.

The incumbent will provide advice and support for small to medium sized projects and may act as a project lead; this includes responsibility for project planning, conducting ongoing business process reviews and related administrative processes and initiatives. This position will involve outreach and will support facilitating training opportunities throughout the campus in collaboration with Supply Management and Procure to Pay Client Services.

The Procurement Programs Administrator will initiate, develop and maintain effective collaborative relationships with client departments and employees to assist with research and implementation of a variety of procurement guidelines and processes. The incumbent will also provide support and provide guidance to other staff engaged in the procurement processes that include considerations for Indigenous procurement, and/or Sustainability (Environmental) and/or Inclusive procurement.

All procurement activities shall be in accordance with the University's standard practices and all municipal, provincial and federal laws. The incumbent will comply with Supply Management's code of ethics.

ORGANIZATIONAL STATUS

Reporting to the Manager, Procurement Programs, the Procurement Programs Administrator provides procurement guidance, advice and recommendations for departments, faculties, and units. Works closely and liaises with Financial Operations staff and establishes and maintains close working relationships with administration, management, faculty and staff of all levels at the University.

WORK PERFORMED

The Indigenous Procurement Administrator works independently and proactively under the general direction of the Manager, Procurement Programs to support VPFO with research and data analysis to

ensure successful implementation of Procurement Program projects. The main areas of responsibility and associated responsibilities are listed below.

- Conduct Supply Chain data analysis and Spend Data Analysis
- Manage the Supplier database and work to expand the data to include data for all four procurement program areas – Indigenous, Equity & Inclusion, Sustainable (environmental), Supply Chain Act reporting
- Liaison with IT and Communications teams to ensure web content and database content are accessible, up to date and operational
- Conduct research on current UBC practices and other experts that includes identification of current procurement processes that include considerations for Indigenous procurement, Sustainability (Environmental) criteria, and Equity & Inclusion criteria (consultation with those engaging, review of process, etc.).
- Identification of initiatives in place or underway at other Academic or Broader Public Sector entities (summarize, consult, lessons learned, measurement) for Indigenous procurement, Sustainability (Environmental) criteria, and Equity & Inclusion criteria
- Project planning and project management
- Development of client contact trackers, Process to Use, & Plan to Maintain/Improve: Indigenous Supplier directory and other directories.
- Development of initial Web Content & Plan to Maintain/Improve: For Suppliers and for Internal UBC.
- Internal Consultation – develop surveys and tools to assist in managing internal consultation activities and outputs.
- External Consultation - Other Academic Institutions, public organization and agencies, business associations and suppliers
- Create new guidelines, SOPs/processes in accordance with Procurement Program projects to support VPFO and the community.
- Support on training and awareness within procurement team and UBC community.
- Performs other related duties as required

CONSEQUENCE OF ERROR

Decisions and actions taken or ignored by the Indigenous Procurement Administrator will have a direct impact on how efficiently and effectively the processes, guidelines, forms or other documents will perform and function. Recommendations made by the incumbent which have been poorly analyzed can lead to increased costs to the University, and/or negative legal consequences.

SUPERVISION RECEIVED

Reporting directly to the Manager, Procurement Programs, the incumbent works collaboratively with all staff, Procure-to-Pay, Supply Management and the campus community at large. Decisions have a direct impact on the success of Financial Operations' operational goals, policies and procedures. Performance is evaluated against project and/or objectives, as measurable results are achieved.

SUPERVISION GIVEN

N/A

QUALIFICATIONS

Undergraduate students in data analytics & visualization, research, analysis, policy, Sociology, sustainability, Gender Studies and related disciplines. Skill sets may include the following: Indigenous history, cultural awareness, Environment and Sustainability, Gender, Race, Sexuality and Social Justice

(GRSJ), systems and process analysis, policy analysis & design, economic analysis, writing reports & policy briefs, primary & secondary research, change management, economic modeling, reporting & infographics, information analysis.

The ability to make critical decisions based on prior experience and knowledge which require interpretation of regulations, policies and procedures. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to maintain accuracy and attention to detail.

Knowledge of project planning, communications, project implementation and documentation. Understanding of and practical skills in project coordination/management, and research and evaluation.

Effective, tactful, oral and written communication is important as advice and guidance must be clear and concise to reach the targeted audience. Demonstrated interpersonal, communication and organization skills are necessary to foster and maintain effective working relationships both internally and externally.