



CITY OF
PRINCE GEORGE

ROLE DESCRIPTION

JOB TITLE: MANAGER, RISK AND PROCUREMENT

DIVISION: RISK & PROCUREMENT

DEPARTMENT: ADMINISTRATIVE SERVICES

GENERAL ACCOUNTABILITY:

The Manager, Risk & Procurement oversees all procurement activities of goods and services for the City. The incumbent is responsible for managing the competitive bidding process including establishing and reviewing of tender specifications; establishing bid terms and conditions; invitations and advertising of tenders; tender openings and bid summary processing through to the eventual awarding of contracts.

The incumbent ensures the best interests of the City of Prince George are met in a cost effective manner while minimizing potential liability. This position provides advice on a wide range of legal, technical and operational issues requiring extensive knowledge of contract law, federal and provincial legislation, trade agreements, municipal policies and procedures, and acts as a key representative and liaison regarding procurement issues.

The Manager is also responsible for developing and implementing a strategic risk management culture within the City, addressing risk management issues to protect the City against financial loss, and processing claims. He/she oversees, develops and administers programs to protect the employee, physical and financial assets of the City against accidental and catastrophic losses.

ORGANIZATION STRUCTURE:

This is one of four positions reporting to the General Manager, Administrative Services. The others are: Manager, Legislative Services; Manager, Information & Systems Technology; Manager, Service Centre; and Supervisor, Information, Privacy and Records Management.

Reporting to the Manager, Risk & Procurement are the Procurement Supervisor and Risk & Claims Analyst.

NATURE AND SCOPE:

The Manager oversees all procurement activities for goods and services for the City and all aspects of the competitive bidding process. This includes: determining project scope and deliverables; negotiating terms of the contract; checking work and progress; ensuring quality control; and ongoing liaison. There is regular responsibility for managing annual service and supply contracts.

He/she is responsible for providing risk management advice and guidance to departments and project teams on risk management issues and liaising with various internal and external contacts. He/she works with the General Manager, Administrative Services to manage litigation claims against the City in connection with bodily injury or property damage. He/she is also responsible for effectively investigating, processing, adjudicating and negotiating settlement (if applicable) of claims for bodily injury or property damage.

The Manager is committed to the application of a sound risk management process that both avoids and mitigates loss and maximizes the opportunity to achieve goals. Working with divisional managers, he/she is responsible for auditing City facilities for loss prevention and risk assessment purposes. He/she reviews leases and other agreements for compliance with insurance and indemnity requirements, and reviews existing City procedures for the purposes of identifying and assessing areas of risk or loss.

The Manager is responsible for the design, procurement and maintenance of an optimum program of insurance coverage suitable to meet the needs of the City of Prince George; including determination of appropriate coverage limits, and self-insurance levels and related funding provisions.

There is considerable responsibility for managing and overseeing a variety of complex projects including ongoing management of consultants and contracts. This includes negotiating certain terms of the contract, as required; reviewing project scope and deliverables; and ongoing liaison services.

The Manager provides leadership to employees within the division and provides direction on priorities. The incumbent coaches and mentors staff, appraises employee performance and, when required, initiates and implements progressive discipline procedures. The Manager is responsible for hiring within the division, ensuring that every new employee receives an orientation, identifying and implementing staff training and development needs, monitoring and following up on employee absences, and ensuring job descriptions are kept current and updated when appropriate.

The incumbent is responsible for overseeing the operations of the division, and for achieving strategic, financial and operational goals. Managers have a responsibility to support and champion a variety of organizational initiatives and priorities. He/she is responsible for developing and managing the divisional operating and capital budgets including approving expenditures, monitoring revenues and expenses, and recommending budget revisions. The Manager contributes to the development of long term planning as it applies to the services provided by the division, and makes recommendations regarding improvements or capital extensions to divisional equipment and structures. He/she maintains and submits reports, records and other information relating to the operation and maintenance of systems, schedules, and progress of work.

The Manager is responsible for ensuring that the division operates in accordance with the policies established by the City. In conjunction with his/her exempt supervisory staff, the incumbent is responsible for identifying, developing and ensuring the implementation of improved workplace practices and procedures. He/she ensures that existing policies and procedures related to the operation are clearly identified, documented, communicated to staff, and consistently applied.

The Manager develops program and initiatives concerning risk management, corporate insurance, and procurement and makes recommendations to the General Manager. The incumbent prepares a variety of reports on divisional activities and initiatives and is required, from time to time, to make presentations to Council.

The Manager will upon request assume the role of Risk Management Officer and/or Logistics Section Chief in support of the Emergency Operations Centre (EOC). These are EOC management staff functions assisting the EOC Director to ensure good risk management and logistics practices are applied in all incidents throughout the response and recovery phases on behalf of the City of Prince George.

The incumbent is responsible for remaining current on provincial and federal legislation, regulations, and applicable trade agreements regarding risk and procurement issues and initiating action to ensure the City's compliance.

The incumbent plays a vital role within the community by liaising with other agencies, and liaises with government officials to address purchasing issues of concern.

The incumbent also handles a variety of special projects, as assigned.

CONTACTS:

The Manager, Risk & Procurement has significant contact with various levels of management and staff within the organization, as well as with elected officials through presentations at Council meetings. The incumbent may act as a spokesperson on related matters with the media and maintains contact with representatives from external agencies such as the Northern Regional Construction Association, law firms, insurance companies, peer municipal risk managers and other government bodies.

The incumbent is expected to act in a proactive manner within the overall departmental team and City organization. There is a strong emphasis on communication and on building and maintaining positive, professional relationships with both internal and external customers.

QUALIFICATIONS:

Education: One of the following: an undergraduate degree in Business Administration, Commerce, Public Administration, or a related discipline. Completion of a Bachelor's Degree in Law (LL.B.) or Juris Doctor (J.D.) from a recognized law school and current membership, in good standing, with the Law Society of British Columbia is desirable.

A Fellow Chartered Insurance Professional (FCIP) designation, preferably with a Risk Management focus or a combination of Chartered Insurance Professional (CIP) and Canadian Risk Management (CRM) certification is desirable.

Experience: The ideal candidate will have a minimum of five (5) years of progressively responsible, related experience in a public sector computerized supply chain/purchasing environment with experience in competitive bidding and contract management or five (5) years of experience in the practice of law, including extensive experience and knowledge in contract law.

Progressive related experience in risk management is desirable.

Proven supervisory or management experience, preferably gained in a local government or other public sector setting is preferred.

Critical attributes include:

- Demonstrated proficiency in each of the City's leadership competencies: Innovation, Strategy, Persuasion, Communication, Delegation, Achievement, Cooperation and Empathy;
- Strong understanding of municipal law, including extensive knowledge of fundamental principles and practices related to contract law.
- Ability to provide sound legal advice in a concise and effective manner.
- Considerable knowledge of the laws, policies, procedures, practices, and trends related to public sector procurement, contracting, and risk management;
- Thorough knowledge of quality assurance, performance measurement and continuous improvement methodologies and practices;
- Strong attention to detail;
- Ability to display independent initiative, judgment, creativity and innovation in developing solutions;
- Sound problem solving and decision making abilities;
- Well-developed research, analytical and problem solving skills;
- Resourceful and able to find ways to improve performance and processes;
- Strong supervisory skills and the ability to communicate expectations, train, lead and evaluate staff;
- Inspiring and supporting staff members' activities towards the achievement of goals;
- Skilled in developing, reviewing and documenting divisional work processes;
- Strong customer service orientation;
- Ability to function within, and contribute to, a proactive team environment.
- Ability to openly and respectfully communicate, in both verbal and written form, in a way that promotes understanding;
- Excellent presentation and instruction skills;
- Ability to handle multiple tasks, a demanding workload, and effectively meet deadlines;
- Ability to successfully facilitate a positive outcome to conflicts which may arise throughout the procurement and risk management process;
- Strong knowledge of related Risk & Procurement software, Electronic Document Management and other related computer applications pertaining to the work;
- Proficiency with Microsoft Office software applications;
- Discretion in handling confidential matters with tact and diplomacy; and
- Knowledge of Work Safe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	Yes – Valid BC driver's license, full-privilege class 5.
Vehicle Usage:	Yes.
Police Information Check:	Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

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