

Purchasing & Risk Management Officer

Approval Date:	May 2026	Department:	Finance
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
Title of Immediate Supervisor:	Financial Services Manager		

General Accountability:

Purpose and Scope

The Purchasing & Risk Management Officer, under the direction of the Financial Services Manager, is responsible for the ongoing development, implementation and administration of the City's procurement function, ensuring compliance with relevant policies, bylaws, trade agreements and other legislation. This position ensures the City receives the best value possible for its goods and service purchases and dispositions and minimizes procurement risk.

The Purchasing & Risk Management Officer is also 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

Procurement

- Develops, reviews and implements policies, processes and systems to facilitate optimal purchasing practices to meet the needs of all departments.
- 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.
- Works collaboratively with all departments to develop an annual procurement plan.
- Works within the requirements of the City's Purchasing Policy, prepares reports detailing the outcomes of all completed procurement processes, makes recommendations or presentations to senior management and Council.
- Adheres to provincial and federal public purchasing laws, and Council's approved purchasing policy procedures and applicable trade agreements.
- 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 and oversees the evaluation and negotiation process.
- Oversees the disposal of obsolete and surplus assets.
- Develops the purchasing and risk management budget and manages expenses within approved budgets.

Supervisory Duties

- Manages reporting staff, including hiring, probationary period and annual 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.

Risk Management and Legal Administration

- Develops and maintains regular reporting on risk management activities for senior management and Council.
- Develops, reviews, assesses and implements Council and Administrative Policy, programs and procedures to ensure Risk Management activities at the City are consistent with municipal and industry best practices.
- Develops an entity wide risk management strategy aimed at the control and reduction of financial and legal risk at the City of Campbell River.
- Proactively reviews potential future risk events, analyzes likelihood and impact of occurrence.
- Proposes appropriate risk management strategies, recommends process changes, leverages external partners and communicates with internal and external stakeholders as necessary relating to risk events.
- Proactively plans and integrates identified risks into financial and capital plans.
- Supports Asset Management Risk Assessment condition assessments to ensure maintenance of identified service levels.
- Manage litigation matters for the City with external legal counsel.
- Coordinates the City's response to all property and liability claims by utilizing City staff, private adjusters, legal counsel and the City's insurers.
- 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.
- Reviews the appropriateness of Purchasing and Risk Management Software applications to ensure efficient service delivery.
- 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:

- 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.

Education/Training/Certification:

- Minimum two (2) year Diploma in Supply Chain Management, Business Administration, or related field from a recognized educational institution.
- CSCP Certified Supply Chain Professional, NIGP Certified Procurement Professional or equivalent designation.
- Member of Supply Chain Canada Association.

Experience:

- Minimum five (5) years progressive public procurement and risk management 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.

Preferred Criteria:

- Public Sector Procurement Program Certificate is considered an asset.
- Completion of Risk Management Certification Designation (CRM) or Insurance Certification.
- Local government experience is preferred.