

Source: BC Hydro

Job Title: Senior Procurement Advisor (Supply Chain Policy Advisor)

Job Location: Burnaby, British Columbia, Canada

Annual Salary: \$ 109,700.00 - 138,700.00

Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

JOB DESCRIPTION

Duties:

- Our Supply Chain function is integral to keeping the business running and the lights on. In order to ensure the efficient and effective operations of our Supply Chain function, it is vital that we have Supply Chain policies that support BC Hydro business outcomes and comply with corporate policy standards and regulatory requirements. We rely on the Supply Chain Central Services policies and procedures team to develop and implement clear policies and procedures that can be practically applied by Supply Chain employees as well as corporation-wide. These policies and procedures ensure that BC Hydro's procurement of goods, services, and construction meets existing regulatory, legislative, and trade agreement obligations. With an annual procurement expenditure of \$2 billion – it is important work which must be expertly delivered. The Supply Chain Policy Advisor will:
- Develop, interpret, maintain, and continuously improve procurement policies and procedures to support trade agreement requirements, internal controls, and business objectives.
- Research regulatory requirements and industry best practices, assess policy impacts, and develop recommendations to support policy enhancements and decision-making.
- Lead policy compliance activities, including compliance reviews, monitoring programs, gap assessments, and implementation of corrective actions.
- Engage stakeholders to gather feedback, address policy-related issues, and ensure policies align with business needs and operational requirements.

- Prepare reports, presentations, and other materials to communicate research findings, stakeholder feedback, risk assessments, and policy recommendations.
- Develop and maintain policy documentation, training materials, communications, workshops, and intranet content to promote awareness, understanding, and compliance.
- Facilitate stakeholder workshops to gather feedback and ensure policy alignment with business needs.
- Conduct compliance reviews and update practices, policies, and procedures to align with regulatory requirements and organizational standards.
- Analyze compliance metrics and risk trends, recommending solutions and mitigation strategies to support data-driven decision-making and strengthen compliance.
- Interpret complex policy and regulatory requirements and communicate clear, actionable guidance to diverse stakeholder groups.
- Develop and deliver policy communications, training programs, and supporting materials for new and revised policies.
- Support the continuous improvement of the supply chain policy and procedures quality assurance program, including the preparation of stakeholder presentations, recommendations, and reports.
- Contribute to departmental initiatives and other business priorities as required.

Qualifications:

- A minimum of seven years experience in policy analysis, research, development, and compliance testing.
- Bachelor's degree in a related field (Economics, Finance, Accounting, Business, Supply Chain) or equivalent. SCMP designation or equivalent certification would be an asset.
- An equivalent combination of education, training and experience may be considered.
- Proven experience in assessing risk and developing risk mitigation strategies.
- Strong expertise in research, data analysis, policy implementation, and risk assessment.
- Proficiency in quantitative and qualitative analysis.
- Ability to identify, analyze, and prioritize risks to inform policy development.
- Proven project management, strategic planning, and stakeholder engagement capabilities.
- Excellent written, verbal, and interpersonal communication skills with the ability to influence across diverse groups.

WHAT WE OFFER

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses For more information on the benefits we offer, visit bchydro.com/benefits.

ADDITIONAL INFORMATION

- This is a P3 M&P Full-Time Temporary (FTT) opportunity for approximately one year based at our Edmonds location in Burnaby.
- Please note this role is classified as a Hybrid role under the flexible work model, which currently includes a mix of working from home and working in the office. At present, this role is expected to work in the office a minimum of three days per week however at times it could be more frequent due to operational requirements and does require flexibility. Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **October 16, 2026**.

[Click here](#) to access the job posting or visit the BC Hydro "Current Opportunities" Careers page to view and apply for jobs.

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

- We are safe.
- We are here for our customers.
- We are one team.
- We include everyone.
- We act with integrity and respect.
- We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and

gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at Recruitmenthelp@BCHydro.com

Flexible work model role definitions

- **IBEW/Field** – No option to work from home
- **Resident** – Works primarily (4+ days per week) in the office.
- **Hybrid** – May be able to work from home up to 3 days per week.
- **Remote** – Works from home 4+ days per week