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YYC CALGARY INTERNATIONAL AIRPORT | AÉROPORT INTERNATIONAL DE CALGARY

Opportunity Profile

Director, Supply Chain and Procurement

Location: Calgary



About The Calgary Airport Authority

<https://www.yyc.com>

Since 1992, The Calgary Airport Authority has been responsible for the operation, management and development of Calgary International Airport (YYC) and Springbank Airport (YBW). YYC plays a vital role in Alberta's economy as a connector of people and goods while supporting Alberta's flourishing business and tourism industries and contributing an estimated \$8 billion to regional GDP.

YYC welcomed a record 18.9 million passengers in 2024, representing 2.2 per cent growth, or approximately 400,000 additional passengers, from the previous record set in 2023. It underscores YYC's role as a key hub for travellers and businesses, contributing to the economic vitality of the region. YYC was named the Overall Winner of 2024 Routes Americas Awards representing excellence in airport and destination marketing and is gaining international recognition as one of the best airports in the world.

YYC is a diverse and dynamic organization, committed to fostering its crew while innovating on its path to creating a net zero organization. In 2024 YYC has once again been recognized as one of Alberta's Top 80 Employers for 2024. This special designation year marks the 15th time The Authority has landed one of the top spots.



YYC Values

- We prioritize genuine concern and compassion for everyone we engage with, from our team members to our partners and guests, always striving to help and support one another.
- We actively seek diverse perspectives in our decision-making and collaboratively tackle challenges.
- We work together with trust and transparency, supporting one another to achieve the collective goals of our organization.
- We grow, evolve and adapt with purpose, continually aligning our actions with our vision.
- We embrace curiosity and boldly challenge the status quo, exploring new opportunities and taking thoughtful, responsible risks that drive purposeful innovation.

The Role: Director, Supply Chain and Procurement

The Procurement and Supply Chain function at YYC plays a crucial role in the seamless and timely handling of air traffic, cargo and passenger services by ensuring efficient flow of goods and services. In addition to supporting the day-to-day operations of the airport, the Procurement and Supply Chain team also supports a range of strategic projects from the \$201 million major runway project to building a \$120 million state-of-the-art engine maintenance and test cell facility. For more details on some of YYC's major projects see the following links:

<https://www.yyc.com/en-us/about-us/major-projects>
[Partnership with Lufthansa Technik](#)

Reporting to the CFO, the **Director, Supply Chain and Procurement** drives transformational change across the function at the Calgary Airport Authority. The Director is responsible for the creation and implementation of effective strategies to support continuous improvement and build a results-oriented and customer-focused culture exemplified by a high-performance team. Ultimately, this group will be a proactive team of experts and considered a value-add business partner to the organization.

Reporting to the **Director, Supply Chain and Procurement** are:

- GM Supply Chain and Inventory (+ team of 5)
- GM Supply Chain Business Processes (+ team of 6)
- Manager, Materials (+ team of 5)

The Director has broad oversight of all aspects of procurement and supply chain operations, including services related to purchasing, tendering, and contracting of goods & services, warehousing and inventory management. As this position is the most senior level in supply chain management within the organization, the Director is responsible for clearly articulating the strategy, process, and execution plan and providing inspiring leadership to their team.

Significant deliverables for the Director and the Supply Chain and Procurement Team in the coming year include formalizing a Supplier Relationship Management program, Oracle Cloud optimization and increased automation and process transformation within the function.

Key Responsibilities

Strategic Leadership

- Provide strategic vision for the supply chain function to optimize overall performance and ensure continuous improvement;
- Work effectively to enable business objectives across the organization as a strategic business partner, providing proactive advice and long-term value creation for the business;
- Identifying and evaluating emerging trends and implementing best practices in procurement and supply chain;
- Provide leadership, direction and guidance across procurement and stores operations, asset, materials and inventory management, contracting strategies and market interpretation, operations control, policy and procedures and compliance;

- Lead continuous improvement efforts for procurement, materials management and inventory control; and
- Maintain oversight of all warehouse/stores locations while identifying optimization opportunities.

People Leadership

- Develop talent, build capacity and capability on the procurement and supply chain team with a focus on succession planning for key roles;
- Evaluate organizational structure, and adjust as needed to ensure delivery of the strategy and effective collaboration with the business;
- Enhance engagement and retention by investing in development and coaching of the team, providing opportunities for professional and leadership growth;
- Instill a culture of innovation, results-orientation and high performance; and
- Build and maintain positive relationships with PSAC union.

Contracts Leadership

- Provide leadership in negotiations and contracting decisions on large construction, goods and service contracts, including support around contract interpretation, with a focus on quality, delivery, cost containment and process improvement;
- Support the drafting, development and execution of most day-to-day legal contracts for construction, consultants, and goods & services agreements, while working closely with legal counsel to draft and compile large and complex legal agreements as required; and
- Provide risk management decisions and strategies as they relate to commercial contract terms, bonding and insurance requirements.

Fiscal Management & Technology Leadership

- Ensure technology and software meets the needs of the Supply Chain team and continuously look for improvements aligned with the organization's overall technology roadmap;
- Build and identify opportunities to maximize value for money, and evaluate total cost of ownership; and
- Develop, coordinate and submit Supply Chain capital and operating budgets annually.

The Person

Professional Qualifications

- A proactive business partner with the ability to deliver service excellence in close collaboration with other business groups.
- Demonstrated ability to influence without relying on authority.
- A progressive and open-minded strategist who is highly results oriented.
- Exhibits strong business acumen, particularly fiscal savvy with a concern for the bottom line.
- Excellent negotiation and analytical skills.
- Professional and polished demeanor with the ability to be impactful at Board and c-levels.
- Demonstrated ability to integrate and champion the use of technology in supply chain management.
- A seasoned leader who is committed to building capacity in people.
- Ability to drive to results through excellent communication skills and streamlined decision making.

- Understands and effectively communicates the vision and drivers behind strategy in ways that engage and align colleagues and project partners.
- Develops and maintains productive strategic relationships with all key external and internal stakeholders.
- A decisive, collaborative change agent who asks, and is comfortable being asked, the right questions to achieve shared accountability.
- Understands the complexity of operating in an ever-changing multi-stakeholder environment.

Education

- Post-secondary degree in Supply Chain Management, Logistics, Business Administration or a related field.
- Relevant supply chain designation (SCMP, CPP) is an asset.
- 10+ years of supply chain experience, with at least 5 of those years in a strategic leadership role.
- Previous experience leading transformation initiatives.
- Advanced knowledge of and broad experience across the supply chain discipline: procurement, materials management, RFP development, negotiation, shipping/storage and logistics, materials control change, and contract formation/management.
- Proven experience in developing and leading high-performance teams.
- Extensive knowledge of contract law and its applications as it relates to procurement.
- Experience leading in a unionized environment is an asset.
- Experience leading supply chain teams and initiatives in the airport, construction and infrastructure industries would be an asset.

Compensation

A competitive compensation package will be provided. Further details will be discussed in a personal interview.

Express Your Interest

The Calgary Airport Authority is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage all qualified applicants to apply including women, Indigenous people, persons with disabilities, members of visible minorities, members of the 2SLGBTQ+ community, and others who may contribute to organizational diversification of ideas.

Email a convincing cover letter and tailored resume (PDF or Word) to **Shalini Bhatta, John Dugdale** or **Chelsey Howarth** at calgary@leadersinternational.com indicating the job title in the subject line of the email.

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www.leadersinternational.com