

JOB POSTING

Position: Director, Procurement

Term: Full-Time, Permanent

Location: Edmonton

At Capital Region Housing (CRH), HOME is our focus. We are the largest provider of social and near market housing in the Edmonton area, managing over 4500 social housing rental units and over 600 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. For more information about our CRH, visit www.crhc.ca.

We are currently looking for a Director, Procurement to provide the overall strategic direction in planning and implementing all procurement processes for Capital Region Housing's goods, services and construction contracts. Reporting to the Chief Financial Officer, the Director, Procurement leads integrated planning and reporting across all goods, services and construction procurements, and provides advice and recommendations to the Chief Financial Officer to inform strategic decision-making and issues management.

Key Responsibilities:

- Lead, mentor and manage a team of management and unionized staff members who deliver procurement services relating to capital maintenance, design, construction and demand maintenance.
- Provide the leadership, vision, and operational direction for the procurement team with a mandate to develop and implement innovative and timely procurement strategies and solutions.
- Direct procurement practices in consideration of efficiencies in public procurements and industry maturity and capacity.
- Develop, implement and sustain policies, procedures, and standards governing goods, services and procurement and contracting in-line with leading practices, legal precedence and reflect CRH's objectives.
- Establish the framework and ensure implementation of CRH policies and procedures for the selection and engagement of vendors to meet program objectives, e.g. a consistent evaluation system to rank proposals.
- Develop detailed and integrated process maps for all procurement activities.
- Support the Chief Financial Officer in achieving CRH's strategic and operational business goals.
- Advise senior and executive management regularly on procurement, business risk, legal, regulatory, industry sector, project delivery and emerging issues.
- Fiscal management of organizational budget as it relates to procurement of goods and services.
- Contract and procurement standards template development and maintenance.
- Consult with all departmental Directors regarding priorities, schedules, resource management, policies, procedures, and impacts to foster efficient and effective collaboration and coordination of resources to complete the procurement lifecycle.
- Liaise with other departmental Directors to support vendor compliance and performance management as per contracts.

Qualifications:

- Bachelor of Commerce and/or Business Administration degree or Construction Management, Supply Chain Management or related education.
- Specialized knowledge of public sector procurement and contract law is an essential requirement.
- Minimum of 10-15 years of progressive experience related to facility maintenance, consulting or construction experience desirable.
- SCMP Designation is preferred.
- Preference will be given to experience in the housing industry.
- Specialized knowledge of project delivery methods, including their benefits and risks.
- Specialized knowledge of both traditional and non-traditional procurement and contracting methods, including service contracts, negotiable requests for proposals, unit prices, design-bid-build, design-build, construction management and integrated project delivery.
- Thorough knowledge of the Trade Agreements related to Procurement.
- Extensive knowledge of the facility maintenance, design and construction industries.
- Knowledge of the use of procurement technology and emerging trends.
- Experience in facilitation, mediation and negotiation.
- Politically savvy with demonstrated expertise in building and enhancing relationships with a diverse group of individuals.
- Proven ability to develop and maintain positive, collaborative relationships with staff, key stakeholders and contracted professionals.
- Strong skills and experience in developing, managing and executing million-dollar budgets.
- Ability to quickly gain trust and respect and act in the capacity of trusted advisor and strategic advocate at the leadership table.
- Excellent people leadership skills including performance development, team building and facilitation and succession planning.
- Excellent verbal and written communication skills with strong attention to detail including the ability to communicate complex technical issues to a non-technical audience across all levels of the organization.
- Strong analytical skills needed to assess needs, interpret requirements, develop workflow and resolve issues.

How to Apply:

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to:

Human Resources
Capital Region Housing Corporation www.crhc.ca
Email: careers@crhc.ca

Competition #2038

Closing date: September 25, 2020

CRH is an equal opportunity employer.