



**SENIOR PROCUREMENT OFFICER (PRO008D)**

**Employee Status:** Full Time, Permanent

**Office Name:** 30 Wellington Street West

**Senior procurement officer**

\$72,275- \$93,860 per annum

*Metrolinx* is an agency of the Government of Ontario and our goal is to create a transportation network that enhances the prosperity, sustainability and quality of life for the Greater Toronto and Hamilton Area. We lead planning in the region with a Regional Transportation Plan that guides the work and investments of the organization. This includes building light transit, bus rapid transit and Regional Express Rail, as well as operating GO Transit, UP Express and PRESTO.

The Procurement Services office is seeking two (2) Senior Procurement Officers to coordinate procurement activities for complex, high dollar value and high sensitivity multi-year construction, consulting and infrastructure projects.

**Key Responsibilities:**

- Supports the Category Manager to set the direction of business requirements, sourcing management, contract management and compliance, vendor management, commercial risk management, and procurement methods for large construction and infrastructural projects
- Evaluates, critiques, and continuously supports and contributes to the development of innovative category strategies that drive continuous improvement and client value
- Applies category expertise to advise on infrastructure projects pertaining to procurement strategy and delivery
- Supports operational procurement delivery through strategic sourcing, contract development, and management
- Develops specialized procurement strategies; draft tender and contract documents for unique procurements
- Applies expert knowledge of procurement practices to support the Category Manager and internal clients in interpreting deviations and exceptions to procurement policies; providing procurement-related decisions with immediate impacts to the structure of negotiated contracts, long-term planning and sourcing strategies
- Develops; coordinates and manages complex addenda to tenders, presentations, supplier meetings and final contract document articles of agreement and contract amendments
- Manages the evaluation process including but not limited to pre-evaluation training, administrative reviews of submissions
- Negotiates complex single source contracts and develops unique pricing strategies and contract terms and conditions
- Provides advice to client business units and Procurement staff to drive performance, contract compliance, and lead contract development and management functions
- Collaborates with Legal to monitor procurement processes and ensure they are conducted in a fair and transparent manner
- Collaborates with client business units and Procurement Advisors to seek proactive resolution of contractual disputes; manages variations and claims
- Manages debriefing meetings with unsuccessful bidders; manages negotiations with preferred vendors to finalize contract documents. Initiates sourcing strategy meetings. Maintain online system updates.
- Partnering with the Category Manager to lead the interactions between vendor and client groups (i.e. drafting, negotiating and finalizing tender documents, contracts based on sourcing strategies)
- Guides others in the performance of their day-to-day activities without direct supervisory responsibility

**Number of Positions:** Two (2)

**Location:** 30 Wellington Street West, Toronto

**Qualifications:**

- Completion of a degree or diploma in a technical or business discipline or related field or a combination of education, training and experience deemed equivalent is preferred
- Minimum of eight (8) years of experience in procurement and sourcing, including leadership in governance, process, systems, data functions and vendor relationship management, including (5) years of category management experience in high dollar value capital projects related to transit, building, large infrastructure, and alternate financing and procurement projects
- Certified Supply Chain Professional or Purchasing Management Association of Canada certification is preferred
- Knowledge in using the Oracle application is an asset
- Knowledge of legal and regulatory requirements relating to public procurement and contract management
- Knowledge and experience applying procurement and sourcing practices, purchasing and tendering policies, procedures, standards, and controls
- Category management for high dollar value capital projects for building large infrastructure, consulting and alternate financing and procurement projects, preferably related in public transit
- Interpersonal skills to lead interactions between vendors and client groups
- Oral/written/negotiation and presentation skills and diplomacy and political acuity to manage debriefing meetings with unsuccessful bidders, and negotiate with preferred vendors to finalize contract documents

To apply for this position, please submit your resume online via (<http://www.metrolinx.com/en/aboutus/careers/careers.aspx>), no later than **November 17, 2019.**

Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Please be advised, Metrolinx uses email to communicate with their applicants for open job competitions. A Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

**We thank all applicants for their interest, however, only those selected for further consideration will be contacted.**

**AN EQUAL OPPORTUNITY EMPLOYER**