

Job Title: Procurement Management Advisor

Procurement Management Advisor

Posting Id	1526
Department	Corporate and Financial Services
Division	Financial Services
Rate of Pay	\$96,611.00 -\$112,062.00 Annual
Job Type	Full Time
Replacement/New Position	New Hire
Posting Type	Internal and External
Posting Date	06/21/2022
Application Deadline	07/08/2022

Position Summary

Reporting to the Manager, Procurement, Chief Purchasing Officer (CPO), Procurement Management Advisor (PMA) position reviews all acquisitions and provides efficient and effective advice in support of the City of Richmond Hill's acquisition process. The PMA position leads and facilitates high dollar value, complex and/or politically sensitive projects that benefit from a higher degree of procurement expertise. This requires expertise and experience working within and outside of the Contract A framework. All initiatives and activities must be in accordance with applicable Policies, Procedures and Trade Treaty Agreements.

Key Duties and Responsibilities

- Sound knowledge of Procurement Policies, Procedures, related Treaty Agreements and implied duties, which are applicable to the competitive process for Public entities. Responsible for fully understanding client acquisition requirements through review of specifications or terms of reference and Price Schedules in order to identify and recommend most appropriate method of purchase that will yield best value for the City
- Perform as the Procurement project lead for complex, high dollar value, high risk and/or politically sensitive acquisition projects. Create a variety of complex bid solicitations with clear and precise language that takes into consideration information from the vendor community on possible solutions, best practise and market trends. Bid solicitations may include leading large co-operative acquisitions with other Municipalities in the York Purchasing Co-operative which Richmond Hill is a member of
- Assemble and co-ordinate a multifunctional project team with different priorities and objectives in order to assess and evaluate submissions. Lead and guide the evaluation team to achieve consensus through co-operation and acceptance of proposed solution. Perform as lead negotiator with vendors that have successfully achieved the necessary scores to be considered for award. These negotiations involve complex contract terms and conditions, pricing structure and service delivery models
- Communication both internal and external frequently involves verbal and written communication. As communications often involves complex and/or sensitive information, must be able to communicate well with consideration of the material involved, diplomacy and tact while ensuring compliance with public tendering rules and regulations
- Coordinate the City's acquisitions through the Procurement Planning Model. Investigate opportunities for strategic acquisitions and service improvements while exploring sustainable procurement, and technological opportunities to improve efficiencies and accountabilities. Assist the CPO in developing procurement-training programs including the assessment of need and creation of educational materials
- Proactively read and understand moderately difficult concepts, research papers, journal articles and/or legislation to keep informed and be knowledgeable on recent developments in Public Procurement. New information will be shared with the team on a monthly basis during team meetings
- Have oversight and supervision of activities performed by the Procurement advisors. Assign projects and ensure anticipated timelines are met. Work collaboratively with Procurement Advisors on proposed direction, advice and communication that reflect sound and good judgement. Coordinate performance reviews in collaboration with the CPO

Duties and Responsibilities Cont'd (if applicable)

Education and Experience

- Degree in Public or Business Administration, or related discipline
- Supply Chain Management Professional designation (CSCMP) or National Institute of Governmental Purchasing's (NIGP) certification program - CPPB or CPPO, is an asset
- 5 years purchasing experience preferably in the public sector

Required Skills/Knowledge

- Knowledge of Procurement Policies, Procedures, related Treaty Agreements and implied duties, which are applicable to the competitive process for Public entities.
- Demonstrated knowledge of legal issues relating to contracting and competitive bidding.
- Ability to write, read and comprehend complex documents with critical attention to detail
- Excellent bid process management skills in order to avoid or mitigate exposure to legal risk
- Excellent interpersonal skills in order to deal effectively with staff at all levels of the organization, the general public and vendor community
- Good communication and organizational skills to effectively work independently and within teams comprised of members of various departments
- Ability to maintain confidentiality and exercise good judgment and discretion to uphold the integrity of the City's procurement process.
- Working knowledge and good understanding of the non-binding procurement process and related legal risks of procuring outside of the Contract A framework.
- Experience with electronic tendering solution would be highly preferred
- Experience or working knowledge of SAP Finance application would be considered an asset
- Strong working knowledge of Windows based environment
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Demonstrate the City's corporate values of care, collaboration, courage and service
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Those interested may apply on our careers website at:

<https://jobs.richmondhill.ca/job/Richmond-Hill-Procurement-Management-Advisor-ON-L4B-3P4/560804017/>