



Position:
Term:
Location:
Reporting to:

Procurement Manager
Fulltime
Toronto, Ontario, Canada
Director, Procurement

The Organization: Waterfront Toronto

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates complete neighborhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world. Waterfront Toronto is currently working on the \$1.25 billion Port Lands Flood Protection Project, the largest civil works project in North America. See more information on our website www.waterfrontoronto.ca.

The Opportunity: Procurement Manager

Waterfront Toronto requires a highly experienced project procurement specialist to assist in the management and coordination of complex procurement requirements (e.g. multi-year consultant and construction contracts, and construction manager contracts of significant value), in accordance with established procurement policies and procedures and industry best practices. Key responsibilities are as follows:

- Recommends procurement and delivery method based on specific requirements, procurement policy and best practices.
- Provides advice and specialist expertise regarding procurement process and documents.
- Have thorough understanding of procurement documents (Negotiable RFPs, tenders and contracts).
- Leads and manages evaluation process including the facilitation of evaluation team meetings and award recommendation.
- Negotiates terms and conditions of contracts including supplementary conditions to CCDC documents and general conditions.
- Provides strategic, specialist advice and expertise to project managers, internal staff and external consultants.
- Monitors and manages conflicts.
- Analyzes Waterfront Toronto partners' procurement policies, procedures and practices to ensure compliance with obligations under Delivery Agreements.
- Review for compliance and approve Procurement Requisitions.

Skills and Qualifications:

- Proven experience, knowledge, interpretation and application of theories, principles and practices of procurement administration and management of construction projects.
- Provide specialist advice and guidance to the procurement team and Waterfront Toronto staff.
- Thorough knowledge and understanding of legal aspects of contracts (CCDC2, CCDC5B, CCDC14).
- Strong understanding of and min of 5 years' experience in managing the procurement components of construction manager contracts.
- Superior communication, listening, negotiation, writing and interpersonal skills.
- Strong technical aptitude.
- Leadership skills to provide advice, guidance and expertise in all areas of procurement.
- A post-secondary education and a purchasing designation would be an asset.

Salary: We offer a competitive salary and benefit package.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #20-07**, no later than **October 8, 2020**.

Waterfront Toronto is committed to representing the diversity of the City of Toronto on our team by fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment. We are also committed to providing accommodations for applicants with disabilities. If you require a specific accommodation because of a disability or a medical need, please let us know so that, subject to measures constituting undue hardship, the appropriate accommodations can be in place throughout the selection process.

No telephone inquiries please. We thank all applicants, however, only those selected for an interview will be contacted.