



# UNIVERSITY OF TORONTO

## **Procurement Officer**

**Requisition ID:** 2408

**Faculty / Division:** Operations & Real Estate Partnerships

**Department:** Project Management, University Planning, Design & Construction

**Campus:** St. George (downtown Toronto)

### **About us:**

The University of Toronto is a trailblazer not only in academia and research but also in ensuring operational excellence. U of T's Capital Projects Group works diligently to execute projects within a framework of fairness and ethical practices. On an annual basis we deliver over \$1B in total project costs comprised of projects of varying values, scope, types and complexities.

### **Your opportunity:**

The University's capital projects over the next several years includes several large complex and high profile buildings in addition to a large volume of renovation projects of existing buildings. Procuring vendors to execute these projects is a critical part of successful delivery. This position supports all capital project procurement through management and maintenance of our pre-qualified contractors list, and is heavily engaged in tendering, RFSQ and RFP processes.

### **Your responsibilities will include:**

- Overseeing the open competitive procurement process including, tendering, evaluating, and contract management
- Interpreting open competitive bid regulations and related frameworks to ensure adherence to applicable University policies
- Developing initial terms and conditions and performance specifications associated with request for Proposal/Quotation/Information
- Advising clients on the best approach for developing procurement specifications
- Issuing request for proposals and other tendering documents
- Identifying and evaluating Vendors of Record
- Conducting detailed analysis of competitive solicitations
- Analyzing and monitoring vendor service and performance

### **Essential Qualifications:**

- Bachelor's Degree plus Procurement Designation (i.e. NIGP, SCMA, OPBA, ISM); or, acceptable equivalent combination of formal education and experience.
- Minimum of five years related procurement experience with an emphasis on construction tendering and public procurement;

- Experience in the construction industry;
- Knowledge of public tendering practices, bid proposal evaluation and contract management; and,
- Experience with Biddingo, MERX or other e-tendering systems.
- Demonstrated risk and time management skills;
- Proficiency in data management and analytics, competency in basic statistics, and, advanced skill in spreadsheet and database management computer applications;
- High degree of ethical problem-solving combined with the ability to adapt, interpret and respond when dealing with ambiguity;
- Thorough understanding of legal contract concepts, negotiation strategies, process improvement/automation; and,
- Effective and professional customer service orientation.

**Assets (Nonessential):**

- Understanding of University policies and procedures;
- Conversant with government regulations affecting public procurement, rules and obligations of trade agreements, Ontario BPS Procurement Directive and funding agency standards as they apply to a research intensive university.

**To be successful in this role you will be:**

- Articulate
- Diligent
- Direct
- Honest
- Perceptive
- Problem solver
- Resourceful
- Team player

**Appointment Type:** Budget - Continuing

**Schedule:** Full-time

**Pay Scale Group and Hiring Rate:** USW Pay Band 14 -- \$78,618 with an annual step progression to a maximum of \$100,542.

**Job Posting Deadline:** Jan 31, 2021, 11:59:00 PM

Please apply directly on our careers site: <https://jobs.utoronto.ca/job/Toronto-ON/543848117/>

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

### **Diversity Statement**

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

### **Accessibility Statement**

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca).