



## **JOB INFORMATION**

**Job Title:** Manager Policy & Program Planning

**Job ID:** 16486

**Division & Section:** Purchasing & Materials Management, Program Support & Policy Development

**Work Location:** 100 Queen St W, Toronto, M5H 2N1

**Job Type & Duration:** Permanent, Full - Time

**Salary:** \$110,965.40 - \$130,366.60, TM5059, Wage Grade 8

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** Non-Union

**Number of Positions Open:** 1

**Posting Period:** 21-APR-2021 to 09-MAY-2021

The **Purchasing & Materials Management Division** is a critical function within the **City of Toronto's** complex multi-site, multi-division and multi-stakeholder environment, partnering with all City divisions, designated agencies and corporations in order to procure goods and services at the best value. As part of its commitment to ensuring open, fair, equitable and accessible business processes and practices, the Division utilizes a fair and transparent procurement process, provides leadership and quality customer service, and implements the highest standards of business ethics across the organization.

This is an exciting career opportunity for a critical thinker, consensus-builder and problem-solver with excellent interpersonal, consultation and negotiation skills, who can make sound decisions and facilitate effective supply chain solutions that will advance the organization. As this leader, you're ready to play a vital role within the City of Toronto as **Manager, Policy & Program Planning**.

## **Opportunity awaits you**

Reporting to the Director, Program Support Policy & Development, you will manage, develop and update purchasing policy by coordinating key divisional/inter-divisional priorities, manage a team of policy and research professionals, manage issues, as well as develop and analyze policy and procedures for the consideration of the Director and the Senior Management Team. Recognized as a subject matter expert, you will also provide strategic advice and leadership on key policy and fair, social, environment and innovation-related strategic issues to ensure the effective planning and delivery of programs and services.

## **Share expertise and promote best practices**

Experienced in leading and implementing proactive, progressive change related to business processes, policies and procedures to facilitate improvements, you'll develop and implement detailed plans and recommend policies related to purchasing, supply chain and program, to improve policy effectiveness and adoption to improve compliance. We'll also count on you to manage the research, analysis, evaluation and preparation of recommendations concerning regulatory policy, social, environment, ethical, human right and by-law issues, and the preparation of such reports to standing committees and Council.

## **A collaborative approach to getting results**

A strong communicator with demonstrated political acumen, judgement and insight, you'll manage strategic, effective relations and collaboration with City staff, City Council, other governments, public agencies, suppliers and partners, and provide the Senior Management Team with strategic advice and recommendations, operational support and professional judgment on complex, contentious issues with a focus on divisional and organizational success, you'll develop processes for strategic planning and priority setting, review of governance structures, and establishing intergovernmental strategies, and execute the strategic program to create a positive impact in the community. In addition, you'll identify policy options related to governance structures and management practices, and recommend changes to support management functions and improve overall efficiency, effectiveness and accountability.

## **Lead by example with a customer focus**

As is typically expected of a managerial role like this, you'll manage assigned programs, and supervise the day-to-day operation of all assigned staff, from scheduling, assigning and reviewing work, to providing motivation and training, while ensuring effective teamwork and communication, and high standards of work quality and organizational performance, and promoting continuous learning and innovation. Developing, recommending and administering the annual budget for the program, and ensuring that expenditures are controlled within the approved budget will be other integral aspects of your job.

## **What you bring to the role**

With a post-secondary education in a professional discipline pertinent to the job functions (e.g. Supply Chain Management, Public Administration, Business Administration, etc.) and relevant management experience, or an equivalent combination of education and/or relevant experience, you have a solid foundation for success in this role.

Your history of accomplishments is highlighted by considerable experience developing public sector purchasing by-laws and policies, and working with supplier diversity and/or social purpose enterprises, environmental or green procurement, plus experience project-managing multi-faceted strategic initiatives, including project planning, meeting established timelines and implementing set targets successfully.

Experience managing, motivating and training staff, and ensuring effective teamwork, high standards of work, organizational performance and continuous learning is also essential, along with a background in performing complex research and analysis, and preparing statistical data and major reports on complex policy issues, legislation and change initiatives. This will have seen you making recommendations, and developing and delivering presentations at a senior management level.

Given the scope of this mandate in our multi-stakeholder environment, you'll call on your ability to work constructively and build effective relationships with a broad range of internal and external stakeholders, including City staff, clients, suppliers, senior levels of management, elected officials and other levels of government. Familiarity with legislation in the area of Occupational Health and Safety, the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, the Municipal Freedom of Information & the Protection of Privacy Act and other relevant legislation will prove invaluable in this role.

Your strong knowledge of purchasing or supply chain operations functions, process and procedures is enhanced by knowledge of social purpose enterprises and their objectives, and a working knowledge of social procurement and/or diverse supply chain management and environmental, social and governance (ESG) reporting. An understanding of Purchasing and Financial Control By-laws, is required, while an understanding of the City's Social Procurement Policy and Program would be an asset.

### **Social and Environmentally Responsible Procurements:**

Through its procurement process, the City of Toronto is committed to creating jobs and driving inclusive economic growth through the City's Social Procurement Program which encourages supplier diversity and the implementation of workforce development. Learn more about the City's Social Procurement Program on the City's website at: <https://www.toronto.ca/business-economy/doing-business-with-the-city/social-procurement-program/>

In addition, The City is also committed to increasing the development, awareness and purchase of environmentally preferred products that are less harmful to the environment. Learn more about the City's Environmentally Responsible Procurement Policy at: [https://www.toronto.ca/wp-content/uploads/2017/08/8e27-environment\\_procurement.pdf](https://www.toronto.ca/wp-content/uploads/2017/08/8e27-environment_procurement.pdf)

### **Notes**

- Applicants are required to demonstrate in their resume/cover letter that their qualifications match those specified in the job posting.

### **Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

### **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).

**We thank all applicants and advise that only those selected for further consideration will be contacted**

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