

Manager, Procurement & Contracts

Financial Management & Reporting Branch

Permanent Full-Time

File #21-36

The **Ontario Securities Commission (OSC)** is the statutory body responsible for regulating Ontario's capital markets in accordance with the mandate established in the provincial Securities Act and the Commodity Futures Act. The mandate of the OSC is to provide protection to investors from unfair, improper or fraudulent practices, to foster fair, efficient and competitive capital markets and confidence in the capital markets, to foster capital formation, and to contribute to the stability of the financial system and the reduction of systemic risk. This mandate is performed through policy, operational, adjudication and enforcement work. The OSC also contributes to national and global securities regulation development.

The **Financial Management and Reporting Branch** provides financial management and analysis, reporting and treasury, and procurement and contracts services to allow the OSC to continue carrying out its regulatory responsibilities. Assurance over financial reporting is provided through the design and maintenance of effective controls.

The Opportunity

Reporting to the Director, Financial Management & Reporting and CFO, the **Manager, Procurement and Contracts** is responsible for providing leadership and direction in the execution of procurement and contract management functions across the OSC.

What You Will Do

Process Optimization

- Develop and implement changes to strengthen procurement and contract management policies, processes and procedures while ensuring compliance with Ontario government directives and trade agreements
- Drive best practices by establishing and meeting high customer service standards, working with branches to optimize timely sourcing strategies
- Strengthen reporting and analytics of procurement and contract activities to highlight trends, risks, challenges and opportunities
- Implement systems and tools to generate productivity gains in procurement and contract management processes, to deliver timely and high-quality organizational value
- Develop cross-branch synergies with branch partners engaged in the procurement process.

Strategic Enabler

- With CFO collaboration, develop a procurement and contract management mandate and build an execution strategy to deliver the mandate
- Consider opportunities for enhancing the service delivery model to meet changing organizational needs
- Integrate procurement with business planning and other areas within the OSC to add organizational value
- Present procurement and contracts activities and policy updates to the OSC's Audit and Finance Committee and to the Board
- Develop and recommend key performance metrics relating to procurement and contracts
- Working with the CFO, apply flexibility and innovation to develop and implement an agile procurement methodology
- Consider expanding shared service opportunities among branches where similar services are requested.

Service Delivery

- Manage work associated with coordinating and administering procurement proposals, bids, and contracts with vendors
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- Provide regular and ad hoc reporting to Management, the Ministry of Finance and Auditors
- Stay current on changes to government directives and policies, including vendor of record arrangements
- Manage the corporate purchasing card
- Manage relationships with internal and external stakeholders, ensuring services and activities support needs, responding to requests and resolving issues
- Successfully manage risk by maintaining a strong procurement and contract management control framework.

Leadership and People Management

- Provide advice to staff and executives on processes, procedures and policy compliance
- Lead, motivate and manage a team of four, including the provision of work direction and technical guidance, oversight of workload, guidance on work-related issues and performance assessment, including coaching and mentorship.

Qualifications for Success

- Undergraduate degree in Business, Commerce or Public Administration
- 5+ years of procurement experience, preferable
- 5+ years in a management role
- Results orientation, strong collaboration skills and ability to build relationships to advance procurement strategies
- Ability to work in a complex and fast-paced environment
- Experience working with an ERP or a related system, an asset
- Knowledge and experience in public sector procurement, preferred
- Experience as a change agent with a successful record in implementing continuous improvement initiatives
- Strong customer service, influence, and negotiation skills with all levels of staff
- Strong planning, organization, problem-solving, analytical and decision-making skills
- Strong communication skills, both oral and written
- Proficiency with analytical and presentation software, including Microsoft Excel, PowerPoint, and Word.

Grow your career and make a difference working at the OSC!

Apply online (<https://www.osc.ca/en/about-us/careers-osc>) by **Friday, June 25, 2021, at 11:59 pm EST.**

We thank all applicants for their interest in the Ontario Securities Commission. We will contact those selected for an interview.

The OSC is committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups, including, but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ2S community, to achieve an employee demographic profile reflective of the demographic profile of Ontarians.

The OSC is a proud partner with the following organizations: [BlackNorth Initiative](#), [Canadian Centre for Diversity and Inclusion](#), and [Pride at Work Canada](#).

Accessibility

If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox HRRecruitment@osc.gov.on.ca. Visit [Accessibility at the OSC](#) to review the OSC's policies on accessibility and accommodation in the workplace.
