

Job Title: Project Manager

Job ID: 17384

Job Category: Project Management

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

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

Job Type & Duration: Full-time, Permanent

Salary: \$95,604.60 - 112,312.20, TM2546, Wage Grade 7

Shift Information: Monday to Friday, 35 Hours

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 13-JUL-2021 to 27-JUL-2021

Job Description:

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.

Job Summary:

As a member of the Purchasing & Materials Management Division, the Project Manager reports to the Director, Program Support, Policy & Development, and is responsible to initiate, plan and oversee complex, multi-disciplinary projects and special initiatives for the PMMD division. To provide leadership and expert guidance in the execution of projects and initiatives identified as priorities for the Division and the Chief Procurement Officer. This requires a keen ability to support the identification of cross project dependencies, opportunities to improve communication through engagement of stakeholders and incorporate lessons learned on a regular basis.

Major Responsibilities:

- Develops and implements detailed plans and recommends policies & procedures regarding program specific requirements.
- Manages assigned projects, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning.
- Conducts research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Ensures that the project expenditures are controlled and maintained within approved budget limitations.
- Oversees multi-disciplinary team to oversee the delivery of high-quality project management services on divisional projects.
- Conducts research, identifies stakeholder requirements and analyzes business processes for opportunities to optimize operational efficiencies, effectiveness and service delivery to clients.

- Anticipates, analyzes and identifies organizational and program delivery impacts of emerging issues and activities; recommends innovative divisional solutions using sound professional judgment, conflict resolution and negotiation skills to successfully manage sensitive and controversial matters.
- Performs service level adjustment scenarios and participates in meetings which may involve highly confidential strategic, operational or labour relations issues such as restructuring, downsizing, and contracting out.
- Responds to emergency and priority situations by anticipating problems, making decisions and deploying appropriate financial and human resources.
- Oversees and evaluates the work performance of external service providers with respect to quality, timeline, cost and completion of required tasks.
- Identifies and recommends approaches for addressing program/activity gaps and issues, ensuring alignment with other City and divisional priorities and objectives.
- Monitors work output, reviews project deliverables and ensures project staff and divisional stakeholders complete assigned deliverables on time, on schedule and on budget and at quality standards.
- Develops and implements project control systems, procurement oversight, cost evaluation methodologies, performance evaluation criteria, in accordance with approved corporate policies and guidelines.
- Reviews, evaluates and recommends detailed project plans and project deliverables to Director/Manager including the overall scheduling of projects and reports on the status of all subprojects and ensures City obligations are met and are in compliance.
- Manages and reports sub-project progress to senior management with respect to technology, staffing level, costs, schedules, and operations.
- Prepares, develops and negotiates agreements with suppliers, contractors, other divisions, partner organizations, agencies, and community groups.
- Develops and manages requests for proposals/quotations in accordance with the City's policies and procedures and manages evaluation and selection processes and contracts with suppliers.
- Ensures compliance with contractual agreements, project charters and legislative requirements.
- Manages contentious issues regarding projects, ensuring follow up documentation, corrective action and implementation of preventative strategies.
- Negotiates and implements innovative solutions to complex project challenges involving multiple stakeholders to achieve assigned objectives.
- Develops, coordinates and approves effective communication activities for all levels of staff in the division to ensure the strategic plan is widely understood and paramount in all strategic and day-to-day decision-making.
- Communicates any potential situations of political and/or media attention; makes recommendation on course of action and ensures the Director/Manager is apprised of issues impacting the service delivery of the project and any potential impact on divisional operations.
- Conducts and/or coordinates appropriate training and communication to staff undertaken with respect to events/projects policies and procedures and making revisions as necessary.
- Ensures the quality of work and service meets corporate and divisional standards and employees are trained to perform work in compliance with all legislative regulations that apply, such as Accessibility for Ontarians with Disabilities Act (AODA), Workplace Hazardous Materials Information System (WHMIS), Technical Standards and Safety

Authority (TSSA), Fire Code, Electrical Code and the Occupational Health & Safety Act (OHSA), etc.

- Represents the division in meetings with a wide and diverse range of internal and external stakeholders, City Divisions, community groups, agencies, senior staff, and elected officials.
- Cultivates and retains strategic relationships with corporate representatives, media partners, local businesses, politicians from three levels of government and internal senior level management.
- Develops briefing notes and reports to senior management, Committees and Council.

Key Qualifications

- Considerable project management experience in large scale change initiatives driving stakeholder consolation, communication and training to establish programs and quality assurance systems that support achievement of performance outcomes, objectives and transformation priorities.
- Post-secondary education in a relevant discipline (e.g. Supply Chain Management, Purchasing, Business Administration, Analytics, Quality Management) or the equivalent combination of education/experience pertinent to the job function.
- Considerable experience with managing large projects relating procurement or supply chain or purchasing policy projects.
- Considerable experience motivating, leading and managing project staff and stakeholders in a fast paced environment.
- Excellent writing skills including the ability to write reports, develop presentations, author guidelines, document processes and procedures.
- Strong administrative and budgetary skills involving both capital and operating budgets. Strong analytic, data management and research skills, including the ability to effectively conduct quantitative and qualitative research and statistical analysis.
- Excellent problem solving and program evaluation skills.
- Excellent communication, presentation, interpersonal and negotiation skills to deal effectively with staff at all levels of the organization, suppliers, consultants.
- Ability to establish and maintain effective working relationships with employees, client divisions, outside agencies and/or politicians and other levels of government.
- Project Management Professional (PMP) designation and / or Six Sigma designation would be an asset.

How to Apply:

For more information on this and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting Job ID 17384, at <https://career17.sapsf.com/sfcareer/jobreqcareerpvt?jobId=17384&company=cotprd&st=FD88BC0CA6D89F2D34046768260A9045808966F2> by **July 27, 2021**.

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

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