

Job Title: Senior Procurement & Contract Specialist

JOB INFORMATION

Requisition ID: 4152

Number of Vacancies: 1

Department: Procurement and Category Management (20000714) - Capital Procurement (30000513)

Salary Information: \$95,877.60 - \$119,919.80

Pay Scale Group: 10SA

Employment Type: Regular

Weekly Hours: 35, **Off Days:** **Shift:**

Posted On: July 19, 2021

Last Day to Apply: August 2, 2021

Reports to: Director - Category Manager

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

General Accountability

Reporting to the Category Manager – Design Engineering & Technical Services, This position is required to be a subject matter expert on procurement and contract administration activities dealing with complex, high value design engineering and technical services contracts for the Capital Procurement Section. This position also assists in providing leadership, oversight and training to the Section's team, as well as maximizing value to our customers. Working within and being accountable for the TTC's procurement policies, processes and procedures, the incumbent will train, coach and mentor other Section staff to transfer knowledge and expertise.

Key Job Functions

- Deals primarily with complex contracts related to the assigned Category (Design Engineering & Technical Services) including the procurement process and post-award contract administration activities to ensure contract requirements are being met
- Determines and understands customer requirements and establishes the best approach to lead the coordination, preparation and management of procurement document packages by reviewing Terms of Reference, Scope of Services or Specifications in order to, identify and recommend most appropriate method of purchase that will yield best value for TTC through the contract administration phase

- Coordinates strategic acquisitions for the TTC, by establishing rosters and prequalified vendor lists for services that are required by TTC
- Liaises and provides strategic guidance and direction to customers throughout the procurement process, inclusive of the preparation of the scope of services and RFP documentation and maintain schedule requirements
- Coordinates the procurement process to solicit competitive bids/proposals including preparation of public advertisements, determining the necessity for and co-ordinating and preparing the issuance of addenda
- Prepares commercial documentation for Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information(RFIs), Notices of Intent (NOIs), pre-qualifications and contracts including development of special commercial conditions
- Identifies section needs and requirements and provides strategic planning and process/procedure recommendations to address these needs
- Reviews, revises and facilitates change and/or updates to existing policies and procedures
- Assists section staff to guide them through any significant changes in policies, procedures, process and/or legislation changes
- Carrying out special projects and research as directed
- Keeping the Director and management team informed, as required, of on-going activities or unusual problems
- Substitutes for the Category Manager – Engineering Design & Technical Services and/or the Director – Capital Procurement, as required
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC’s commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC’s policies.
- Participates in the TTC's Customer Service Ambassador Program

Skills

Apply analytical skills

Communicate in a variety of mediums

Develop/document policies and procedures

Manage human resources

Understand and apply administrative policies, processes, and procedures

Education and Experience

- University Degree or College Diploma in a related discipline, or a combination of education, training, and experience deemed to be equivalent.
- Extensive demonstrated experience in the procurement and contract administration of design engineering and technical service contracts of various sizes, nature and complexities.

- Demonstrated experience leading the development and execution of procurements for design engineering and technical service projects of various size, nature and complexities including Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information (RFIs), Notices of Intent (NOIs), pre-qualifications, etc.

Additional Requirements

- Demonstrate specialized expertise in the planning and development of procurement strategies and procurement of Design Engineering & Technical Services projects of various complexities
- Demonstrate expertise in the administration of Design Engineering & Technical Services contracts
- Extensive knowledge of the Construction Act of Ontario and its applicability to the procurement and administration of design engineering contracts

Apply here:

https://career17.sapsf.com/career?career%5fns=job%5flisting&company=TTCPRODUCTION&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=4152&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&browserTimeZone=America/New_York&_s.crb=5QpSOXrhXsE31IgNhIrcisN3enszhnEwSTx5cOCdE5g%3d

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Human Resources – Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.