

Posting Title: Senior Procurement Specialist
Job ID #: 5620
Salary: \$124, 018 - \$143,569
Shift: Days
Hours: 35.00
Location: Toronto Police Headquarters
Department: Purchasing Services
Vacancies: 2
Job Code: Z28SDA
Opening Date: Wednesday September 8, 2021
Must Apply By: Friday October 8, 2021

The Toronto Police Service is looking for a candidate that shares our corporate values:

Service at our Core – Do the right thing – Connect with Compassion – Reflect and Grow

The Toronto Police Service is the fourth largest municipal police service in North America. With over 4,500 officers and approximately 2,000 civilian employees, we are dedicated to delivering best-in-class police services, in partnership with our communities, by being where the public needs the Service the most, by embracing partnerships to create safe communities, and by focusing on the needs of the City.

The Opportunity

Are you a passionate public procurement leader seeking a great opportunity in providing professional expertise, by advising on all procurement activities within a centralized, procurement environment? Do you have strong knowledge of industry standards and best practices related to fair, open and transparent procurement practices? If so, we are excited to share with you an opportunity as a Senior Procurement Specialist for Purchasing Services with the Toronto Police Service.

What can I expect to do in this role?

As the Senior Procurement Specialist, you will be responsible for leading complex procurement initiatives for the acquisition of goods and services in a number of categories including some or all of information technology, construction, architectural services, building maintenance, furniture, human resources, policing equipment, forensics, communications and records management.

You will also be responsible for reducing the organization's overall annual procurement costs through the effective planning, consolidation of requirements, maximization of process efficiencies and the use of electronic purchasing technology.

Duties and Responsibilities

- Leads strategic, complex, high dollar value and/or high-risk procurement projects that have a material impact on the Toronto Police Service (Service).
- Provides leadership and advice to the Service as it relates to procurement in areas such as information technology, construction, architectural services, building maintenance, furniture, human resources, policing equipment, forensics, communications and records management.
- Purchasing lead for one of the key internal client pillars/units - Information Technology, Facilities or Fleet.
- Leads negotiations with bidders including complex contract terms and conditions, pricing and service delivery models.
- Subject matter expert of the CETA and CFTA agreements and ensures adherence.
- Knowledgeable in industry standards and best practices, in particular with respect to fair, open and transparent procurement practices.
- Ensures compliance with the Service's by-laws.
- Leads strategic procurements for the Service, including through the establishment of new rosters and prequalified vendor lists for services that are repeatedly utilized by the Service.
- Provides analytical and problem-solving support and/or manages the various purchasing methods and processes on a range of proposal or bid solicitations that are high-valued, complex and specialized.
- Provides support staff of Purchasing Services with direction, oversight, guidance, problem solving support, day-to-day counselling and assigns tasks, as required.
- Responsible for supervising Procurement Specialist(s) and completing the annual performance appraisal.
- Chairs proposal evaluation committees and ensures evaluation processes are open, fair, transparent and defensible.
- Develops and implements Service-wide training programs and policies related to purchasing.
- Provides policy interpretation, advice and recommendations on procurement practices, planning methods and processes to internal clients.

- Provides guidance and consultation to internal clients on their operational and long-range business plans for procurement; validates business requirements and develops procurement plans and strategies.
- Identifies and assesses legal risks associated with procurements in order to minimize/mitigate the Service's exposure to procurement litigation. Liaises with City of Toronto Legal with respect to various complex procurement, issues, risks, and concerns.
- Identifies, recommends and implements process simplification, standardization and system automation.
- Manages communication with bidders throughout the procurement process, including assisting with or responding to enquiries, complaints and disputes. Leads debriefings with unsuccessful bidders.
- Negotiates and mediates contract disputes and performance issues with vendors.
- Performs other typical duties and responsibilities inherent to the job on an as-requested basis.

Education/Experience:

- Minimum of eight years related experience including two years of experience in a leadership role.
- University degree in Business Administration, Commerce, Economics or related field, or an approved equivalent combination of education, training and experience.
- Preference given to those with a designation and actively involved with either the Supply Chain Management Association (SCMA) as a Certified Supply Chain Management Professional (SCMP); or a designation with the National Institute of Government Purchasing (NIGP) as a Certified Public Procurement Officer (CPPO) or equivalent designations.

Skills/Competencies:

- Strong project management skills, including implementing new programs, managing existing programs and managing multiple priorities.
- Strong knowledge and experience in business law, procurement law and its application to contracts, competitive bidding and procurement processes.
- Excellent verbal and written communication skills.
- Strong negotiation skills.
- Extensive experience with tendering processes including Requests for Proposals (RFP's), Requests for Services (RFS's), Requests for Quotations (RFQ's), Requests for Pre-Qualification (RFPQ's) and Requests for Information (RFI's).
- Excellent command of various computer applications, including online purchasing systems, financial systems, contract management and procurement systems, Microsoft Word, Excel and PowerPoint.

Probationary Period

One (1) year

Contacts

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Notes

- Once your application has been successfully submitted, you will receive an e-mail confirmation within 24 hours.
- Only those selected for further consideration will be contacted.
- All personnel who meet the qualifications of the position are invited to submit an on-line application. The Toronto Police Service is committed to reflecting the diverse communities we serve. We encourage applications from our diverse communities, including Indigenous Peoples, persons with disabilities, women, persons from racialized groups, LGBTQ+ persons, those who are able to speak fluently in another language(s) and anyone committed to a rewarding career in public service.

THE TORONTO POLICE SERVICE SUPPORTS EQUAL OPPORTUNITY INITIATIVES.

Accommodation will be provided in all stages of the hiring process.

Contact us for any accommodation requests, and we will work with you to meet your needs.

YOUR CAREER...YOUR COMMUNITY...YOU CAN MAKE A DIFFERENCE!

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