

Job Title: CATEGORY MANAGEMENT LEAD

Job ID: 17628

Job Category: Finance, Accounting & Purchasing

Division & Section: Purchasing & Materials Management, Purchasing Client Services

Work Location: City Hall - 100 Queen Street W.

Job Type & Duration: Permanent, Full Time

Salary: \$88,979.80 - \$104,540.80

Shift Information: Monday to Friday, 35 hours per week

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 5-Oct-2021 to 20-Oct-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.

Job Description:

A procurement and supply chain leader with a track record of sourcing reliable vendors, negotiating and managing contracts and achieving savings, you'll be a valuable asset to the City of Toronto in these fulltime, permanent positions.

Reporting to Manager, Category Management and Strategic Sourcing, you will manage a portfolio of contracts for one or more categories, from the development of strategic sourcing requirements, including complex sourcing initiatives, to category performance, the development and execution of RFX packages, and the reporting of category performance to the Category Management and Divisional leadership.

Major Responsibilities:

- Develops and implements detailed category and sourcing strategies
- Develops strategic sourcing criteria and defines category requirements
- Manages a portfolio of contracts which includes the performance of one or more categories, complex strategic sourcing initiatives and reports category performance to Leadership on a periodic basis
- Manages various aspects of the Strategic Sourcing Category program and establishes sourcing savings targets
- Assists internal clients with required information gathering, strategic sourcing activities, market intelligence, benchmarking and supplier performance information
- Analyzes the organization's spend profile related to the assigned categories
- Develops RFX packages and executes RFX under the Category Management Leadership
- Analyzes complex data in conjunction with the market intelligence information and competitive environment to identify sourcing opportunities
- Reviews, analyzes and provides recommendations on existing and potential service contracts including financial implications, staffing and other resources
- Anticipates and negotiates possible price changes based on knowledge of the goods and services purchased
- Works in close collaboration with Divisions staff to implement newly established contracts
- Provides project management and change management support to ensure successful implementation of sourcing strategies

- Establishes contracts with suppliers and conducts performance review meetings in accordance with the Supplier Relationship Management Policies and Procedures
- Monitors client Divisions to ensure goods and services are purchased on contracts
- Monitors contract compliance and reports contract performance to key stakeholders
- Leads the development of Procurement Plans for the category to support the Divisional procurement requirements
- Collaborates with key stakeholders to develop various solicitation documents
- Leads supplier information and debrief sessions
- Ensures the overall satisfaction of internal stakeholders
- Leads, motivates and trains assigned staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others

Key Qualifications:

1. Bachelor Degree in Business, Finance, Engineering, Economics OR any other related disciplines, e.g. MBA, CPPO (National Institute of Government Purchasing) or CPP (Purchasing Management Association of Canada or equivalent combination of education and/or experience). Supply Chain or Public Procurement designation (SCMA, NIGP) is an asset.
2. Extensive experience of Category Management, Strategic Sourcing & Procurement in areas such as Construction, Maintenance, Facilities Management, Professional Services or IT categories.
3. Considerable experience collaborating, leading, motivating and training staff within operating departments in a large public or private organization.
4. Experience with eProcurement type systems (i.e. SAP, Ariba, Oracle, Merx, IBM Maximo, JD Edwards, BravoSolutions, etc.) and high proficiency in Microsoft Office.
5. Thorough knowledge of broad-based sourcing strategies to drive financial benefits through negotiations, reducing total cost of ownership, demand management and Supplier Relationship Management.
6. Highly developed knowledge of RFX and sourcing leading practices including contract negotiations, reverse auctions, supplier performance scorecard and benefits.
7. Knowledge of the principles, practices and methods used in public purchasing.
8. Must be able to work independently with minimum supervision.
9. Strong project management skills with ability to organize, control and coordinate a variety of activities in a fast paced environment; ability to organize and manage multiple priorities.
10. Demonstrated stakeholder management, time management, interpersonal and problem solving skills
11. Highly developed communication, conflict resolution and relationship building skills.
12. Ability to act in an ethical, confidential and transparent manner, in compliance with corporate code of conduct.
13. Familiarity with Ontario Statutes, including Occupational Health and Safety Act, employment standards, labour and human rights, and other applicable government legislation.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](#).

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.

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 17628, at <https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=17628&company=cotprd> by **October 20, 2021**