

# Job Title: Senior Procurement Officer, Capital Projects

**Date Posted:** 11/01/2021

**Req ID:** 19186

**Faculty/Division:** Capital Projects

**Department:** Prop Mgmt Design&Constr-09

**Campus:** St. George (Downtown Toronto)

## **Description:**

### **About us:**

The University of Toronto is a trailblazer not only in academia and research but also in ensuring operational excellence. U of T's Capital Projects Group works diligently to execute projects within a framework of fairness and ethical practices. On an annual basis we deliver over \$1B in total project costs comprised of projects of varying values, scope, types and complexities.

### **Your opportunity:**

The University's capital projects over the next several years will continue to grow and add additional large, complex and high profile buildings as well as renovation projects of existing significant buildings. Procuring vendors to execute these projects is a critical part of successful delivery within the broader public sector procurement environment. This position oversees all capital project procurement on St. George campus as well as large projects on Mississauga and Scarborough campuses. This position is also responsible for the management of our pre-qualified contractors list and is heavily engaged in tendering, RFSQ and RFP processes.

### **Your responsibilities will include:**

- Overseeing the open competitive procurement process including, tendering, evaluating, and contract management
- Determining the required procurement process based on needs
- Developing and issuing request for proposals and other tendering documents
- Interpreting open competitive bid regulations and related frameworks to ensure adherence to applicable University policies
- Advising on Vendor of Record selection
- Analyzing data and trends to recommend strategic sourcing
- Serving as a resource on specific issues to a group of specialists
- Resolving issues within the scope of the role and escalating problems as required

### **Essential Qualifications:**

- Bachelor's Degree plus Professional Designation or acceptable combination of equivalent experience.
- 6-7 years related procurement experience in a senior role with demonstrated responsibility for procurement of various construction delivery methods preferably in a public sector environment.
- Experience with different construction delivery methods such as lump sum tendering, design-build, construction management and Integrated Project Delivery.
- Experience with Bidding, Merx or other e-tendering systems.
- Demonstrated experience with implementing process improvements and automation where needed.
- Knowledge of public tendering practices, bid proposal evaluation and contract management.
- Conversant with government regulations affecting public procurement, rules and obligations of trade agreements, Ontario BPS Procurement Directive and funding agency standards as they apply to a research intensive university.
- Demonstrated risk and time management skills.
- High degree of ethical problem-solving combined with the ability to adapt, interpret and respond when dealing with ambiguity.
- Thorough understanding of legal contract concepts related to construction, goods and services.

- Proficiency in data management and analytics, competency in basic statistics, and advanced skill in spreadsheet and database management computer applications.
- Strong interpersonal skills.
- Ability to manage conflicting priorities and deadlines.
- Proven ability to analyze and resolve non-compliant requests.

**Assets (Nonessential):**

- Understanding of University policies and procedures.

**To be successful in this role you will be:**

- Approachable
- Articulate
- Organized
- Proactive
- Problem solver
- Resourceful
- Tactful

**Closing Date:** 12/12/2021, 11:59PM ET

**Employee Group:** USW

**Appointment Type:** Budget - Continuing

**Schedule:** Full-Time

**Pay Scale Group & Hiring Zone:**

USW Pay Band 16 -- \$89,529 with an annual step progression to a maximum of \$114,493. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

**Job Category:** Finance/Budget/Planning/Audit