



SENIOR PROCUREMENT OFFICER, I&IT / PRESTO (Competition #PRO00IO)

Employee Status:	Regular
Bargaining Unit:	Non-Union
Pay Range:	\$86,147 - \$117,086
Location:	30 Wellington Street West
Closing Date:	January 23, 2022

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster, and easier. Metrolinx is an agency of the Government of Ontario.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

Our Procurement Department is seeking a Senior Procurement Officer in the areas of I&IT & PRESTO. You will be responsible to provide strategic sourcing expertise and procurement leadership for large complex and high dollar value projects. You will be required to lead highly complex IT technology sourcing events, negotiate, finalize, and amend contracts.

What will I be doing?

- Integrating as a project team member with client business units to provide procurement support on highly complex Metrolinx IT projects worth millions of dollars
- Providing strategic sourcing expertise and advisory support in alignment with portfolio strategy by: contributing to the portfolio in the development of innovative procurement strategies that drive continuous improvement and client value; interpreting procurement policy for portfolio clients and applying expert knowledge of procurement practices to interpret deviations from, and exceptions to procurement policies
- Conducting analysis of potential procurement risks (e.g. safety, compliance, corporate reputation, legal) and developing appropriate risk mitigation strategies to ensure Metrolinx operational stability and to ensure an appropriate balance between competing risks
- Participating as a key stakeholder in contract delivery strategy meetings; developing and drafting specialized procurement strategies and contract documents for unique procurements; providing procurement-related decisions with immediate impacts to the structure of negotiated contracts, long-term planning and sourcing strategies; applying project management methodology with a view to supporting clients in meeting critical milestones per procurement timelines and by leveraging commercially-focused techniques and outcomes
- Providing end-to-end support for the most complex Metrolinx projects and sourcing events, including; negotiated RFPs; outsourcing initiatives; large technology implementations; contracts with complex commercial strategies by: leading procurement kick-off meetings; providing technical and advisory support to business units regarding procurement methods, developing and drafting pricing and commercial strategies to evaluate competitiveness of commercial proposals as part of tendering strategy; preparing specifications, tender documents and coordinating the drafting of complex sourcing documents, including; developing and drafting defensible evaluation methodologies and providing guidance to clients on selection criteria to ensure the best business outcome for MX
- Managing critical milestones on procurement project plans to ensure that timelines are met and that interdependencies are managed; responding to in-market inquiries related to complex procurement projects; developing and coordinating complex addenda; managing and chairing the consensus meeting to identify top-ranked proponent, coordinating presentations and interviews with short-listed respondents; ensuring compliance with MX governance, including relevant approvals from Investment Panel and the Board of Directors; managing debriefing meetings with unsuccessful bidders.
- Leading the development of complex, high quality contracts by collaborating with Legal Services to review contracts and address all legal requirements to ensure procurement processes are conducted in a fair and transparent manner
- Acting as ambassador for procurement portfolio by responding to all procurement related questions from clients; directly solving procurement-related issues; participating in outreach and training initiatives with client groups

What skills & qualifications do I need?

- Completion of a degree in business, commerce, supply chain management or a related discipline – or a combination of education, training and experience deemed equivalent
- Minimum 8 years' experience in procurement and sourcing, including leadership in successful execution of high dollar value projects as well as governance, process, systems, data functions, vendor relationship management
- Supply Chain Management Program (SCMP) designation strongly preferred
- Oral communication, presentation, and consultation skills to provide expertise/advice to colleagues and management
- Superior written communication skills to provide internal and external reports, briefings, and memoranda
- Experience identifying client needs, and initiating, coordinating, and implementing solutions in response to client issues
- Experience with commercially focused sourcing
- Ability to influence with strong interpersonal and conflict resolution skills focusing on business priorities
- Active listening skills in order to understand the full extent of issues, concentration to analyze issues, and resolve issues
- Agile and demonstrated flexibility to multitask and deal with interruptions for urgent requests for information
- Analytical and problem-solving skills to analyze problems, detect root causes, and resolve issues

Accommodation:

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Application Process:

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate, or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

Metrolinx employees are required to be fully vaccinated against COVID-19 in accordance with Metrolinx's Mandatory COVID-19 Vaccination Policy as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required. If you are not able to obtain COVID-19 vaccination for a reason related to a protected ground of discrimination under applicable human rights legislation, you can request accommodation from Metrolinx.

To apply for this position, please submit your resume online through the Current Opportunities page https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=PRO00IO&lang=en&sns_id=mailto#.YditLS9fHCK.mailto

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER