



## SENIOR PROCUREMENT OFFICER, PRESTO (PRO00F3)

<b>Employee Status:</b>	Contract
<b>Bargaining Unit:</b>	Non-Union
<b>Pay Range:</b>	\$73,728 – 101,510
<b>Location:</b>	30 Wellington Street West
<b>Closing Date:</b>	27-Jun-2021

### (Contract up to 2 years)

**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!

Headed by the Director of PRESTO Procurement, the Senior Procurement Officer follows Sourcing methodology and assist the Director in executing the priorities as set out in the PRESTO leadership team. This role supports the PRESTO reprourement project enabling to manage vendors during the retendering process with a great level of oversight and relationship with all partners.

### What will I be doing?

- Supports the Director to set the direction of business requirements, sourcing management, contract management and compliance, vendor management, commercial risk management, and procurement methods for large construction and infrastructural projects
- Evaluates, critiques, and continuously supports and contributes to the development of innovative category strategies that drive continuous improvement and client value
- Applies category expertise to advise on infrastructure projects pertaining to procurement strategy and delivery
- Supports operational procurement delivery through strategic sourcing, contract development, and management
- Develops specialized procurement strategies; draft tender and contract documents for unique procurements
- Applies expert knowledge of procurement practices to support the Category Manager and internal clients in interpreting deviations and exceptions to procurement policies; providing procurement-related decisions with immediate impacts to the structure of negotiated contracts, long-term planning and sourcing strategies
- Develops; coordinates and manages complex addenda to tenders, presentations, supplier meetings and final contract document articles of agreement and contract amendments
- Manages the evaluation process including but not limited to pre-evaluation training, administrative reviews of submissions
- Negotiates complex single source contracts and develops unique pricing strategies and contract terms and conditions
- Provides advice to client business units and Procurement staff to drive performance, contract compliance, and lead contract development and management functions
- Collaborates with Legal to monitor procurement processes and ensure they are conducted in a fair and transparent manner
- Collaborates with client business units and Procurement Advisors to seek proactive resolution of contractual disputes; manages variations and claims

- Manages debriefing meetings with unsuccessful bidders; manages negotiations with preferred vendors to finalize contract documents. Initiates sourcing strategy meetings. Maintain online system updates.
- Partnering with the Category Manager to lead the interactions between vendor and client groups (i.e. drafting, negotiating and finalizing tender documents, contracts based on sourcing strategies)
- Guides others in the performance of their day-to-day activities without direct supervisory responsibility

### **What skills & qualifications do I need?**

- Completion of a university degree in a technical or business discipline or related field or a combination of education, training and experience deemed equivalent is preferred
- Minimum of five (5) years of experience in procurement and sourcing, including leadership in governance, process, systems, data functions and vendor relationship management, including (3) years of category management experience in high dollar value capital projects related to transit, building, large infrastructure, and alternate financing and procurement projects
- Certified Supply Chain Professional or Purchasing Management Association of Canada certification is preferred
- Knowledge of legal and regulatory requirements relating to public procurement and contract management is an asset
- Knowledge and experience applying procurement and sourcing practices, purchasing and tendering policies, procedures, standards, and controls
- Category management for high dollar value capital projects for building large infrastructure, consulting and alternate financing and procurement projects, preferably related in public transit
- Interpersonal skills to lead interactions between vendors and client groups are essential.
- Oral/written/negotiation and presentation skills and diplomacy and political acuity to manage debriefing meetings with unsuccessful bidders, and negotiate with preferred vendors to finalize contract documents

### **Accommodation:**

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

### **Application Process:**

To apply for this position, please submit your resume online through the Current Opportunities page:

[https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=PRO00F3&lang=en&sns\\_id=mailto#.YMjtJLEGp3Y.mailto](https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=PRO00F3&lang=en&sns_id=mailto#.YMjtJLEGp3Y.mailto)

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.

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

***AN EQUAL OPPORTUNITY EMPLOYER***