

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting **Full-time Non-Unionized** opportunity in the **Procurement Services Department** for an experienced and motivated individual

**Manager, Procurement and Legal Operations
(J0522-0372)**

Vaughan is a city on the move. With a downtown core rising from the ground – the Vaughan Metropolitan Centre, a state-of-the-art hospital opened its doors in 2021 – the Cortellucci Vaughan Hospital, and a bustling subway, exciting projects are transforming the community. Be a part of something amazing and build your career at the City of Vaughan.

The City of Vaughan is an equal opportunity employer serving one of the fastest-growing municipalities in Canada, we are an organization committed to diversity and inclusivity, providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork are fostered. As one of the [Greater Toronto's Top Employers for 2022](#), we continuously employ workplace best-practices – and they're getting noticed! Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Reporting to the Deputy City Manager (DCM), Legal and Administrative Services & City Solicitor and dotted line reporting to the Director of Procurement Services, the Manager leads the development, planning and implementation of strategies and goals that support service level standards and continuous improvement on procurement governance and joint legal/procurement initiatives for the Corporation, and drives for results that are aligned with the Corporation's strategic vision, direction and values. The Manager will be working closely with the Procurement Services and Legal Services Departments in leading these initiatives. The Manager will also work on budget and KPI preparation for the Portfolio, administration and fiscal management for key portfolio initiatives. The Manager champions the City's core values of Respect, Accountability, and Dedication, with a core focus on delivering Service Excellence.

Qualifications and experience:

- University degree in Accounting, Finance, Economics, Business, or suitable equivalent. Current holder of a recognized procurement professional designation (i.e. CPP, CPPO), in good standing, or suitable equivalent.
- Minimum of seven (7) years' of progressive leadership/management experience, including five (5) years of supervisory experience, preferably in a municipal/unionized environment. Seven (7) years' relevant experience in leading strategic procurement initiatives and improvements. High level of experience in leading various categories of public procurement – from simple to complex matters.
- Established project management skills, specifically in the procurement field.
- Strong knowledge and experience in procurement operations.
- Experience in business planning, budget submissions and management, KPI reporting.
- Proven experience to influence change – both within and outside of the department.
- Ability to exercise sound judgment and solve problems based on consideration of all critical factors, including long and short-term impacts.
- A results oriented individual, with experience in developing sound methodologies for deriving insights and a keen interest in policy and process frameworks.
- Knowledge of and demonstrated ability in strategic planning, change management design, process and implementation strategies to optimize quality and cost-effectiveness of delivery of business areas.
- Demonstrated ability to lead, coach and build cohesive and motivated teams; promote collaboration, team processes, learning and development opportunities for staff.
- Excellent people management skills. Proven ability to manage conflict, effectively problem solve, be capable of working under stressful conditions as well as possess organizational and analytical skills and abilities.
- Ability to inspire others to persist and strive for excellence, take measured risks and participate with enthusiasm during periods of complexity and/or change.
- Ability to plan, organize, prioritize and balance multiple responsibilities, shifting priorities, regular workflow interruptions while maintaining a positive attitude.
- Excellent analytical, problem solving, interpersonal, communication and negotiation/mediation skills.
- Ability to analyze issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action
- Demonstrated knowledge of financial operating and capital budgets and business planning processes.
- Knowledge and proficiency in Windows environment using Microsoft Office Suite.
- Knowledge of, and demonstrated ability in the City's core and leadership competencies and relevant functional competencies.
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment, and when dealing with sensitive/confidential or controversial topics.
- Possesses a valid Ontario "G" Driver's License, in good standing, with access to a reliable vehicle for corporate use.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [visit our website](#) to apply online by **May 20, 2022**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions. The City of Vaughan has implemented a [mandatory vaccine policy](#) for all its employees. The City will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.