

Manager, Procurement & Supply Chain

Openings: 1

Type of Posting: Internal & External

Location Name: City of Regina, Regina, Saskatchewan, CA

Date Posted: September 8, 2023

Closing Date: Open until Filled

Profession: Managerial & Executive Leadership

Desired Employment Status: Permanent

Job ID: 1684

Position Summary

The City of Regina has an exciting opportunity for a dynamic leader to join our Financial Services Department management team. Our department is evolving, and you will be an influential leader who will collaboratively build foundational aspects within the team and drive departmental initiatives forward to support internal and external stakeholders.

Reporting to the Director of Financial Services, the Manager, Procurement & Supply Chain, provides leadership and stewardship of all aspects of the City's centralized procurement and supply chain portfolios and the development and implementation of strategic and operational sourcing, procurement, contracting and supply management strategies. We've embarked on some exciting initiatives focusing on sustainability, equity, diversity and inclusion, and reconciliation that you will have the opportunity to influence and assist in leading change. In this role you will be responsible for leadership, guidance and strategic advice on Indigenous procurement and fostering and building relationships with Indigenous communities.

The City of Regina owes its strength and vibrancy to the ancestors of this land and the diverse Indigenous Peoples whose ancestors' footsteps have marked this territory, as well as settlers from around the world who continue to be welcomed here and call Regina home.

How You'll Spend Your Time

You will lead and mentor a diverse team of professional Procurement and Supply Chain Specialists, as well as other staff with multiple, competing priorities in a supportive and inclusive environment. This team is responsible for:

- Providing leadership, direction and effective management of the procurement and supply chain team and cross-functional working groups.
- Developing and implementing organizational procurement policies and processes to drive improvements and efficiencies in procurement and supply chain activities
- Represent the organization in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions
- Identify and manage commercial, contractual, operational, financial, reputational, ethical and supply chain risks to minimize negative impacts on organizational objectives while encouraging opportunity and innovation.
- Ensures that there is timely and accurate forecasting and ongoing analysis of the budget and expenditures and where necessary, ensures proactive mitigation strategies are developed and implemented.
- Establishing working relationships with internal stakeholders across the corporation as well as multiple external stakeholders related to the areas of responsibility.

Additionally, as a member of the Department's management team, there will be opportunities to contribute to the City by leading and participating in Department or City-wide projects and special initiatives such as those focused on Indigenous partnerships and sustainability procurement policies.

Knowledge & Experience

We are seeking a results-oriented individual who is easily adaptable to change to contribute to the success of the Financial Services management team through collaborative and integrative solutions in a fast paced and evolving environment. Our candidate of choice will possess proven leadership abilities combined with a sound knowledge and extensive experience of territorial, national and international trade agreements, systems, policies, procurement and contract management, supply chain management, competitive tendering law, and contract law. This individual will bring several years of increasingly responsible strategic management experience including program and service review, development, and delivery; policy development; business planning; budgeting; and performance measurement. The successful candidate will be culturally aware and lead with a lens of inclusivity and equity.

Our ideal candidate would have a professional accounting designation and/or a graduate degree in business administration or related field supplemented with a Supply Chain Management Certificate. Finally, superior communication and interpersonal skills are necessary to establish and maintain effective partnerships and working relationships with stakeholders within the City and external stakeholders, such as other levels of government, service partners, Indigenous peoples and communities. This individual will have several years of experience in management having provided high quality leadership with an ability to performance manage.

At the City of Regina, our employees enjoy:

- Competitive salary
- Flexible work schedule
- 12 paid Schedule Days Off (SDOs) per annum
- Robust benefit package that consists of a defined benefit pension, healthcare/flex spending account, long-term disability benefits, health, dental and life insurance, annual vacation, sick and lieu days
- Supported educational programs as a means to enhance employee knowledge and skills
- Receive 50% off admission to City leisure facilities

- An inclusive and diverse work culture

The City of Regina is transforming, and you have an opportunity to influence its journey! Financial Services is building a team of Finance minded, customer focused people who are motivated to contribute to a high functioning team. Our team is diverse, dynamic, and fun. We value our employees and their work-life balance. We cultivate and nurture a collaborative team culture where employees can grow and thrive together.

✓ **Note:** Testing may be done to evaluate knowledge, skills and abilities.

✓ **Note:** As per the City of Regina's *Criminal Record Check Policy*, the successful candidate is required to provide a satisfactory criminal record check.

✓ **Note:** Successful candidates will be required to provide proof of acquired education.

Jurisdiction: Out of Scope

Division: Financial Strategy & Sustainability

Department: Financial Services

Annual Salary: \$98,499.00 - \$131,329.00

The City of Regina acknowledges that we are on Treaty 4 Territory, and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and the homeland of the Métis Nation.

We want to show our recognition and respect to the Nations and the ancestors of this territory, we are grateful for the privilege to be here, to co-exist. We recognize that much of the harms of the past have shaped our relationship; we are committed to our work of building trust. We hope for good and everlasting relationships to create true partnerships with Indigenous peoples.

Regina is committed to employment equity and accessibility. We encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities and persons of all sexual orientations and gender identities/expressions.

Note: The City of Regina strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please note in your application or contact 306-777-7000.