

# Indigenous Procurement Partner

**Openings:** 1

**Type of Posting:** Internal & External

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

**Date Posted:** October 24, 2023

**Closing Date:** Open until Filled

**Profession:** Finance, Accounting & Purchasing

**Experience Level(s):** Intermediate

**Desired Employment Status:** Permanent

**Job ID:** 1785

## Position Summary

The City of Regina has an exciting opportunity for a dynamic and committed individual to join our Financial Services team as an Indigenous Procurement Partner. In this role, you will play a pivotal part in leading our efforts to strengthen relationships with Indigenous communities and drive our Indigenous procurement strategies forward. If you are driven by the desire to make a positive impact and have a deep understanding of Indigenous culture, business, and procurement, we invite you to explore this exciting opportunity with us.

Reporting to the Manager, Procurement & Supply Chain, and working closely with the Director of Financial Services, the Indigenous Procurement Partner provides detailed consultation, leadership, guidance and strategic advice on Indigenous procurement, and relationship building with Indigenous communities. We've embarked on some exciting initiatives focusing on sustainability, equity, diversity and inclusion, and reconciliation and you will have the opportunity to influence and assist in leading change.

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

As a subject matter expert, this position will research ways to improve Indigenous procurement of goods and services through strategic trend analysis and integrate, implement and be accountable to collaborate with operational areas City-wide to ensure fiscal sustainability. This position will lead the development and execution of Indigenous community engagement and consultation plans, focusing on collaboration and open dialogue. This position will play a key role in negotiations, supporting project teams in obtaining mutually beneficial economic agreements (both short and long-term) with Indigenous communities. This position will lead and support various corporate and department initiatives including business process improvement, performance measurement, project management and training plan development. The variables and outcomes considered are specific to the project, stakeholders, and issues at hand.

- Analyze and recommend Indigenous contract and procurement strategies across the organization
- Research alternative Indigenous procurement strategies and provide recommendations
- Negotiate and manage high-profile, complex, technical, and costly agreements with Indigenous communities
- Manage high-risk, high-profile Indigenous procurement initiatives and tailor procurement strategies
- Provide strategic advice, recommendations and direction to operational areas regarding the planning of corporate procurement initiatives and projects that may have staffing impacts
- Identify, develop and roll out business process improvements to enhance operational efficiency of Indigenous procurement to ensure consistent application of policies across the organization
- Participate in strategic planning and needs assessment for corporate Indigenous procurement targets and commitments
- Facilitate outreach to Indigenous communities and businesses to support business development

- Maintain an awareness of national, regional and local Indigenous issues that could affect potential opportunities
- Develop Indigenous supply chain strategy to maximize customer satisfaction and Reconciliation
- Lead the supply chain team in executing best practices and measuring performance
- Direct and coordinate global supply chain functions through strategy, resource optimization, profitability maximization, and KPIs resulting in the maximization of customer satisfaction and Reconciliation
- Plan, manage, and coordinate all activities related to the sourcing and procurement of materials
- Supports proper utilization of ERP systems

## **Knowledge & Experience**

We are seeking a results-oriented individual who is easily adaptable to change to contribute to the success of the Financial Services team through collaborative and integrative solutions in a fast paced and evolving environment. Our candidate of choice will have demonstrated knowledge and recognition of the importance of relationship building and collaboration with community and a well-rounded understanding of Indigenous communities, both geographically and culturally. Specialized knowledge of Indigenous public procurement, strategic, supply chain and procurement planning concepts, procurement methodology and techniques and the ability to apply them in a practical manner. Working with the foundation based in trust, respect and understanding lives at the core of this work.

Our ideal candidate would have advanced knowledge of and the ability to interpret and adapt concepts and principles of public procurement strategies, supply chain strategies, project management, change management, business analysis and knowledge of problem-solving techniques in order to determine options, assess and recommend the best course of action. Advanced knowledge of specific issues, trends and challenges within the industry to apply procurement and supply chain strategies across City operations. Knowledge of project management methodology, research and analytical skills and strong report writing ability are required to fulfill the duties of the position.

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.

## **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:** \$87,097.00 - \$116,128.00

**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.**