

MANAGER, PROCUREMENT STRATEGY AND OPERATIONS

The Regional Municipality of York is made up of nine cities and towns, and we provide services to 1.2 million residents, 54,000 businesses and 650,000 employees. During 2020, York Region grew by approximately 11,100 people, accounting for 11.2% of the Greater Toronto and Hamilton Area (GTHA) growth. We have a two-tier government structure, with services provided both by York Region our local-area municipal governments. At York Region, we know that a healthy and productive workplace is vital to the success of any organization. And year after year, we're recognized as one of the best employers because of what we offer to our employees. Our progressive, collaborative and accountable culture attracts top talent that is driven by a desire to shape and serve the growing community in which we live and work.

With a combined operation and capital budget of over \$3.3 billion and over 4,900 permanent staff, our organization is committed to meeting the needs of residents and business community within our region by delivering efficient and effective services.

In support of this, The Regional Municipality of York released its 2019 to 2023 Strategic Plan: From Vision to Results, which outlines four areas of focus to meet the community's changing needs. The plan provides a detailed course of action within the following four community result areas: Economic Vitality, Healthy Communities, Sustainable Environment and Good Government. Procurement of goods and services is a vital function in the context of both our enterprise and the community.

POSITION PURPOSE

Reporting to the Director of the Procurement Office, the **Manager of Procurement Strategy and Operations** has significant responsibility for managing strategic and tactical procurement operations across the entire organization, including procurement governance and strategy; strategic sourcing; portfolio planning; and client management. In this key role you will be regarded as in-house thought leader and change champion as it relates to new approaches, best practices as we embrace innovation and excellence within our enterprise-wide procurement operations portfolio. In addition, you will ensure that our organization procures goods and services in accordance with the goals and objectives of our Purchasing Bylaw and the applicable legislation and trade agreements.

MAJOR RESPONSIBILITIES

- Implements and maintains a Corporate Sustainable Procurement framework including, social, environmental, and ethical procurement.
- Implements and maintains a supplier performance management process for the Region.
- Provides leadership in implementation and compliance with the relevant legislations, bylaws and trade agreements that affect corporate procurement.
- Manages the centralized administration of Region's procurement process and oversees the corporate Procurement forecasting process
- Develops and implements measures for reporting and managing procurement processes, contract administration processes, and fiscal sustainability.
- Provides guidance to procurement operations; recommends improvements; determines strategic sourcing and category management solutions, and participates in Bid Review Committees.
- Understands issues and trends, identifies solutions that support business objectives and provides advice and counsel to help business leaders make informed and effective decisions.

- Provides oversight and guidance to the development and delivery of vendor and contract performance system, manages the Procurement Forecasting process, including annual quota management, monthly tracking, and process improvements.
- Engages with stakeholders to understand business needs, defines and identifies critical metrics and KPIs, and delivers information through analysis to support decisions.
- Advises on the management and resolution of complex and contentious policy, program, stakeholder and customer issues.
- Implements business process redesign and partners with internal and external stakeholders to effect improvements and maximize efficiencies.
- Leads the development of comprehensive program strategies and oversees the development and implementation of business processes that drive service and program efficiencies.
- Evaluates service delivery and develops effective and innovative program delivery methodologies to meet mandates, legislation and Branch and Regional program service requirements.
- Assists the Director in preparing, recommending, monitoring and controlling the Branch budget; prepares the business unit annual budget, special project budgets, and work plans.
- Participates on or chairs committees, meetings, task forces, work groups and special projects, as directed.
- Responds to customer enquiries directly and/or resolves difficult or highly sensitive complaints.
- Provides input to or prepares reports, briefing notes, presentations, statistics and analysis, for Senior Management, as requested.
- Ensures adherence to the Region's policies, guidelines and bylaws and manages information in accordance with legislation and corporate standards.
- Manages staff, including recruitment, selection, hiring, scheduling, assigning work, determining training and development needs, coaching, and mentoring, conducting performance appraisals and determining/recommending disciplinary action up to and including dismissal in accordance with collective agreements, Regional policies and practices.
- Ensures that operating staff work in a safe manner and utilize all required health and safety equipment and protective devices and follow all measures and procedures as required by the *Occupational Health & Safety Act and Regulations* and Regional policies.
- Promotes the code of conduct, Regional values and HR policies with all staff of the section.
- Performs other duties as assigned to meet Departmental goals and program/service objectives.

EDUCATION AND QUALIFICATION REQUIREMENTS

- **Education and Certifications:** Successful completion of a University Degree in Business Administration, Public Administration, Economics, Finance or a related field or equivalent approved combination of education or experience; successful completion of relevant Procurement Certification.
- **Procurement Experience:** Minimum seven (7) years of progressively responsible experience in capital procurement with responsibility for strategic and tactical procurement including a minimum 3 years in public sector contract and stakeholder management and a demonstrated minimum of three (3) years of direct supervisory experience.
- **Strategic Orientation:** Ability to think and act strategically and demonstrate a consultative approach to partner with business leaders.
- **Corporate Leadership:** Demonstrated ability in the Region's leadership and corporate core competencies; informed and active leadership to confront bias and systemic barriers and comply with or

build inclusive practices in business processes, recruitment practices, team management, etc. to ensure inclusive and equitable workplace.

- **People Leadership:** Exceptional supervisory and human resource management skills, knowledge of collective agreement administration and interpretation, labour relations principles and practices and relevant employment legislation.
- **Policy and Program Development:** Strong policy and program development skills, including research techniques, advanced facilitation skills and demonstrated ability to build consensus across organizational lines.
- **Stakeholder Engagement:** Excellent interpersonal skills and ability to connect with a range of internal and external stakeholders while focusing on fostering collaborative work relationships.
- **Financial Acumen:** Financial acumen and ability to synthesize data and present recommendations and financial impact to senior leadership team
- **Research and Analysis:** Strong report writing, research, analytical and project management skills to meet program objectives and work to tight deadlines.
- **Legislation:** Comprehensive knowledge of the relevant legislations, bylaws and regulations with the ability to communicate the legislative significance and relevance to the work practices.
- **Communication Skills:** Strong communication, influencing and presentation skills with a strong customer focus.

Other Considerations

- Advanced skills in virtual platforms and MS Office Suite including the use of virtual platforms for conducting meetings and/or presentations
- Ability to travel to offsite locations, as required.
- Ability to work outside regular hours, as required.

HOW TO APPLY

To explore this opportunity please apply via email by **December 17th, 2021 or sooner to careers@waterhousesearch.ca** quoting project **YORK-MPSO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. All York Region Employees are required to be fully vaccinated with a COVID-19 vaccine series, approved by Health Canada or the World Health Organization, as a condition of hire. Should you be the successful candidate, you will be required to comply with the Region's mandatory Vaccination Policy that is in effect.