

Senior Procurement Specialist

JOB INFORMATION

Requisition ID: 9285

Number of Vacancies: 1

Salary Information: \$88,306.40 - \$110,401.20

Employment Type: Regular

Weekly Hours: 35 **Off Days:** Saturdays & Sundays **Shift:** Day

Posted On: April 16, 2024

Last Day to Apply: April 26, 2024

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

Career Opportunity

- The Senior Procurement Specialist(s) is responsible for the procurement of complex categories of spend, including high value and hard-to-source products and services in accordance with TTC's Policies and Department procedures in the Facilities and Infrastructure and Corporate Services teams.
- The Senior Procurement Specialist assists the Category Manager in the training and guidance of the team and in the implementation of industry best practices initiatives in their category portfolio.
- The Senior Procurement Specialist is also responsible for collaboratively and professionally working with internal stakeholders and external vendors.

What You Will Do

- Maintain, develop and prepare specific/unique contract documents for the procurement of complex goods and services (e.g. system signaling upgrades, specialized equipment or technical services, safety products, rental of storage facilities, etc.), standard letters, forms and procurement tender/proposal documents. Ensure procurement related activities are in compliance with TTC procurement policies and procedures, industry practices, professional standards and trade agreements (i.e. CFTA, CETA).
 - Review and assess client scope of work/specifications and requirements (e.g., budget/project approval, estimate, schedule, technical details), Commercial Analysis, Purchase Authorizations, Sole Source Requests, Contract Amendments. Ensures that client scope of work/specifications and
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requirements are clear, reasonable and commercially acceptable. Responsible for developing evaluation criteria and appropriate weighting in conjunction with client departments for use in the evaluation of complex Request for Proposals (RFPs).

- Evaluate procurement requirements, issue formal and informal tenders/proposals, evaluate bid responses based on qualitative and quantitative criteria, negotiate if applicable and write recommendation reports.
- Provide technical procurement expertise and guidance to various client departments regarding commercial, financial and contractual matters.
- Liaise with client departments, vendors, public sector entities and other transit organizations to provide guidance and advice regarding commercial, financial and contractual matters.
- Assist with reviewing and developing category procurement strategies in collaboration with internal stakeholders as required.
- Identify, evaluate, negotiate and recommend resolutions for concerns and/or issues related to contract terms and conditions interpretation and application or over vendor performance.
- Propose and assist with implementing cost reduction strategies.
- Analyze current vendor expenditures and landscape/market for assigned categories/sub-categories of spend.
- Enhance service, quality, cost, lead time, value and risk by driving strategic supplier selection.
- Continually improve the supply base structure and develop alternate sources of supply, particularly for single/sole source items or where potential number of vendor is limited to leverage TTC spend and while ensuring goods/services are made available within schedule.
- Assist the Category Manager in the development and implementation of training plans for new and existing staff.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.
- Candidate will be required to participate in the TTC's Customer Service Ambassador Program.

What Skills Do You Bring?

- Plan and organize activities / projects to meet section and organizational goals
 - Apply analytical skills
 - Communicate in a variety of mediums
 - Use office technology, software and applications
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- Understand and apply administrative policies, processes, and procedures

What Qualifications Do You Bring?

- Completion of a post-secondary college diploma or university degree in a relevant discipline or a combination of education, training and experience deemed to be equivalent
- Professional purchasing certification or active enrolment with a professional body working towards certification is considered an asset
- Industry designation (i.e. SCMP, CSCP, CIPS) is considered an asset
- Experience in the procurement of various complex requirements is considered an asset
- Must have experience working in a diverse Public Sector procurement environment
- Knowledge and experience in purchasing, sales, category management, contract administration principles, the procurement process and related tender/proposal evaluation and award activities
- Sound knowledge of leading supply management/strategic sourcing practices and knowledge of and ability to prepare commercial contract documents
- Includes strong proficiency of various competitive procurement methods such as Advance Contract Award Notices (ACANs), Request for Information (RFIs), Request for Bids (RFBs), RFPs, Negotiation-RFPs, and Master Service Agreements (MSAs)
- Knowledge and experience in purchasing, sales, Category Management, contract administration principles, the procurement process and related tender/proposal evaluation and award activities
- Sound knowledge of leading supply management/strategic sourcing practices; contract and tendering law; techniques for negotiating and expediting goods/services contracts; and knowledge of and ability to prepare commercial contract documents
- Knowledge of sources of supply, current prices for goods/services and related market trends; commodities and future markets; information technology, materials management; and of applicable customs charges and sales taxes
- Valid non-probationary class "G" driver's license and a personal vehicle for use to visit vendors and TTC properties
- Demonstrated ability to establish effective working relationships with all levels of management, employees, client departments, outside industry associations and other public authorities.

What We Offer

- Commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the communities we serve.
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- A flexible, hybrid work approach that allows colleagues to find balance between their professional and personal lives and making the most of the benefits of working remotely and purpose-driven in-person collaboration opportunities.
- One of the great benefits of being a full-time TTC employee is becoming a member of TTC defined pension plan.
- A comprehensive package that covers health, dental, vision and more.
- Support for professional development opportunities for all colleagues through a broad range of learning programs that include in-person and online training, leadership development, and support for colleagues' well-being.

Commitment to EDI

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQIA+ community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.
