

## Senior Procurement & Contract Specialist

### JOB INFORMATION Senior Procurement & Contract Specialist

**Requisition ID:** 9370

**Number of Vacancies:** 1

**Department:** Procurement and Category Management (20000714) - Capital Procurement (30000513)

**Salary Information:** \$101,719.80 - \$127,218.00

**Pay Scale Group:** 10SA (CAN/S/J/10SA)

**Employment Type:** Regular

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

**Posted On:** April 22, 2024

**Last Day to Apply:** May 3, 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

- Reporting to the Category Manager – Engineering Design and Technical Services and the Category Manager – Construction Services, These positions are required to be subject matter experts on procurement and contract administration activities which include a portfolio of complex, high value design engineering and technical services projects and complex, high value construction projects. Projects for these categories will be delivered utilizing a variety of standard procurement approaches (Contract A/Contract B) and multi-stage non-Contract A procurements.
- These positions also assist in providing leadership, oversight and training to the Section's team, as well as maximizing value to our customers. Working within and being accountable for the TTC's procurement policies, processes and procedures, the incumbent will train, coach and mentor other Section staff to transfer knowledge and expertise gained as a result of the knowledge acquired from the participation in procurement processes of varying complexities.

### What You Will Do

- Deals primarily with complex procurements and contracts related to the assigned Category (Design Engineering & Technical Services or Construction Services Category).
  - Determines and understands customer requirements and establishes the best approach to lead the coordination, preparation and management of procurement document packages by reviewing Terms
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of Reference, Scope of Services or Specifications in order to, identify and recommend most appropriate method of purchase that will yield best value for TTC through the contract administration phase.

- Coordinates strategic acquisitions for the TTC, by establishing rosters and prequalified vendor lists for services that are required by TTC
- Liaises and provides strategic guidance and direction to customers throughout the procurement process, inclusive of the preparation of the scope of services and RFP documentation and maintain schedule requirements.
- Coordinates the procurement process to solicit competitive bids/proposals including preparation of public advertisements, determining the necessity for and co-ordinating and preparing the issuance of addenda.
- Prepares commercial documentation for Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information(RFIs), Notices of Intent (NOIs), pre-qualifications and contracts including development of special commercial conditions
- Facilitates the evaluation process for all aspects of the procurement process including the development of evaluator training material and delivering training sessions to ensure awareness and adherence to evaluation process best practices.
- Prepares procurement schedules for all requirements and stages of the procurement process utilizing MS Project.
- Identifies section needs and requirements and provides strategic planning and process/procedure recommendations to address these needs
- Reviews, revises and facilitates change and/or updates to existing policies and procedures
- Assists section staff to guide them through any significant changes in policies, procedures, process and/or legislation changes
- Carrying out special projects and research as directed
- Keeping the Director and management team informed, as required, of on-going activities or unusual problems
- Substitutes for the Category Manager and/or the Director – Capital Procurement, as required
- 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.
- Participates in the TTC's Customer Service Ambassador Program

### **What Skills Do You Bring?**

- Apply analytical skills
  - Communicate in a variety of mediums
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- Counsel, advise, and coach in the relevant discipline
- Create and deliver presentations in various formats
- Create, document, and manage information and records
- Demonstrate specialized expertise and knowledge in the assigned field
- Plan and organize activities / projects to meet section and organizational goals

### **What Qualifications Do You Bring?**

- University Degree or College Diploma in a related discipline, or a combination of education, training, and experience deemed to be equivalent.
- Demonstrated experience in the procurement and contract administration of design engineering, technical service, construction, utilities contracts of various sizes, nature and complexities.
- Minimum of 5 years of public procurement including acting as a lead in the planning and development of procurement strategies and procurements for projects of various size, nature and complexities
- Demonstrated experience leading the development and execution of procurements for design engineering, technical services, construction and utility projects of various size, nature and complexities including Request for Proposals (RFPs)/Request for Bids (RFBs), Negotiated Requests for Proposals (NRFPs), Requests for Information(RFIs), Notices of Intent (NOIs), pre-qualifications, etc.

### **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.
  - 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.
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## How to Apply

To apply for the position of Senior Procurement & Contract Specialist, and for full details on the requirements of the role, please visit:

[https://career17.sapsf.com/career?career%5fns=job%5flisting&company=TTCPRODUCTI ON&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career\\_job\\_reg\\_id=9370&selected\\_lang=en\\_US&jobAlertController\\_jobAlertId=&jobAlertController\\_jobAlertName=&browserTimeZone=America/Toronto&\\_s.crb=QCHJqSE3Xti%2fGhj9dEzC0hCyw68VAUMKQEHXuxedZT8%3d](https://career17.sapsf.com/career?career%5fns=job%5flisting&company=TTCPRODUCTI ON&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_reg_id=9370&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&browserTimeZone=America/Toronto&_s.crb=QCHJqSE3Xti%2fGhj9dEzC0hCyw68VAUMKQEHXuxedZT8%3d)

## 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.

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