

## JOB DESCRIPTION

### Procurement Advisor, Legal & Support Services

<b>POSTING #:</b> NU-2024-01 (Repost)	<b>Employer Group:</b> Non- Union
<b>POSTING PERIOD:</b> April 8-26, 2024	<b>Reporting To:</b> Manager, Legal & Support Services
<b>Grade:</b> 8	<b>Position Status:</b> Permanent Full- Time
<b>Wage Range Annually:</b> \$70,689 - \$86,013 (March 2024)	<b>Hours Worked Per Week:</b> 35
	<b>Location:</b> Haldimand County Administration Building

#### CORE COMPETENCIES:

Critical Thinking | Reasoning | Cognitive Flexibility | Project Management | Collaborative Skills

#### POSITION SUMMARY:

Offers strategic guidance and mechanisms of support on various procurement initiatives and activities that align with corporate-approved projects and Council-approved budgets. The focus is on addressing procurement related risk mitigation, obtaining best value in an open, fair and transparent manner, while ensuring adherence to applicable policies, procedures, legislation and trade agreements.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- Community College Diploma relative to the area of responsibility, completed within more than two academic years, plus Completion of or progression toward completing one of the following:
- Ontario Public Buyers Association “Principles of Public Purchasing” Certificate with courses or training in Project Management.
- Special consideration will be given to applicants with the following:
  - Municipal Law Courses (i.e., Contracts or Torts)
  - Education with a focus on business, finance, risk management, or procurement

##### Experience

- Over 2 years and including 3 years of current related experience.
- Special consideration will be given to applicants with the following:
  - Work experience in a public purchasing environment and experience with trade agreements and procurement legislation.

##### Knowledge/Skills

- Good understanding of municipal government, its operations and services.
- Firm understanding of functions carried out by the Corporation, as well as the relationship of municipal structure and functions of other government agencies.
- Knowledge of legislation and trade treaty agreements surrounding public procurement and contract management.
- Solid understanding of and experience in risk management approaches relative to purchasing.
- Negotiation skills to deal with vendors and contractors.
- Qualities of persistence, tact and persuasiveness to deal with internal and external contacts.
- A Valid Ontario Driver’s License and access to a reliable vehicle.

- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, so decisions are reached.
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions.
- Demonstrated ability to work independently referring only major problems to supervisor/ managers.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to make responsible purchases.
- Demonstrated analytical and problem solving skills involving regular ingenuity, and development of complex, new, and improved methods, procedures, systems, etc.
- Demonstrated capability to act as a leader within a functional area, including providing advice and training.
- Organizational skills with conscientiousness, to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team- based discussion to increase staff morale, team building and team spirit.
- Technology Aptitude
  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
  - Computer Proficiency in:
    - Paramount, web-based 3<sup>rd</sup> party software (GovDeals, Bids+Tenders, BMO)

## RESPONSIBILITIES

The incumbent is expected to but not limited to:

### Corporate

- Develops Purchasing Policy Procurement Card policies and procedures for consideration and approvals of SMT and Council.
- Administers Purchasing and Procurement Card policies and procedures to ensure compliance and adherence. Takes necessary actions as outlined and authorized within documentation for non-compliance.
- Annual reporting of purchasing activity to comply with Procurement Policy and legislative reporting requirements.

### People

- Reviews and provides strategies, guidance and tactics on a variety of competitive solicitations, vendor contractual disputes and performance issues citing and in adherence to trade agreements, policies, procedures and in consideration of market conditions and to ensure fair, open, transparent processes are adhered to.
- Provides leadership which includes monitoring work completed by and assigning tasks to the Purchasing Clerk on various work tasks to support the County's procurement activities; and to ensure various divisional, departmental and corporate timelines / objectives are met.
- Responds to bidder inquiries and disputes – determining appropriate action for addressing / resolving which can include escalation or preparation for arbitration (legislated).
- Negotiates with vendors as required, helping develop solutions and resolve problems.

### Money/Asset

- Assist management staff with budget preparation and monitors financial status for assigned projects taking appropriate actions to ensure adherence to the approved budget.
- Where possible, provide alignment of purchasing activities with available cooperative purchasing opportunities as permitted by trade agreements.
- Monitors market conditions and provides feedback and strategic advice for consideration on procurement activities that can have a direct impact on potential efficiencies of process, cost savings and reduction of the unanticipated expenses.
- Coordinates surplus asset disposal through public process and reconciles funds received to meet or exceed Council-approved budget revenue.

- Identifying, tracking and assist with determining replacement schedule as part of the annual capital budget development.
- Replaces office equipment and furniture based upon Council approved budgets (project manages).

### Timeline Responsibilities

- Provides guidance on various procurement related legislated, trade agreement timelines and internal policies and procedures and advises applicable staff with follow up to ensure (i.e. Construction Act, Canadian Free Trade Agreement, Procurement Policies, P-Card Policy, etc.)

### Functional

- Legal and Risk Mitigation
  - Collaborates, facilitates and provides strategic advice on procurement-related activities for various corporate-approved projects as a public procurement advisor by identifying various risks (i.e., legal, deliverable impacts, etc.) by formulating options and recommendations for consideration by various stakeholders in a quasi-centralized-decentralized structure.
  - Facilitates committee evaluations to provide instruction and moderate process; and to enable continuity of facts for legislated mandatory vendor debriefing
  - Conducts extensive review of application of trade agreements (i.e., Canadian Free Trade Agreement, Comprehensive Economic Trade Agreement), case law and best practices and provides interpretation and guidance on the various procurement related legislation
  - Participates and provide various supports in the negotiation of contracts and to resolve procurement problems with stakeholders and vendors
  - Conducts audits and reports of various procurement related activities providing applicable investigation, follow up, training and reporting to leadership team
  - Mitigates risk through use of the recommendation of various bid and performance securities, knowledge of contract law and legal precedent, appropriate vendor insurance types and values, and WSIB coverage in consideration of cost, timelines and sustainability.
  - Develops and provides training on various procurement activities, templates, legislation, procurement software, etc. through various process (i.e., development of self-learning tools, desk-side support, group training sessions, etc.)
- Software
  - Administers and configures purchase order / cheque requisition software including set up of users and access rights, workflows approval routing, assigning applicable account codes and user troubleshooting.
  - Administers and configures software utilized for Procurement Card program as approved through P-Card Policy – includes including set up of users, workflows and routing, access to applicable account codes, tax application (i.e. HST, PST) and user troubleshooting and integration support with other County software, training, etc.
  - Administers and configures software that hosts County bid documentation, including posting of addenda, bid award information, etc.
  - Administers and configures access rights and generates reports from a third-party public auction website utilized for disposal of County assets.
- Corporate Procurement and Programs
  - Administration of the Corporate Clothing Uniform program including contract management and addressing vendor performance to ensure compliance to union agreements.
  - Administration of Procurement Card program including ensuring compliance with Policy, perform various duties related to card issuance, maintain vendor software for County account codes, workflow and access rights, vendor performance, 2<sup>nd</sup> tier response for card issues including fraud, lost or stolen cards, etc.
  - Facilitates the corporate furniture program to ensure standardization for new and replacement requirements.
  - Administers various other corporate contracts including for office supplies, fine paper, envelopes and business cards.
- General
  - Prepares templates and reviews complex documents such as proposals, tenders, quotations, addenda, contracts, terms and conditions, notices issues to vendors (i.e., letters of non-performance) and provides feedback and suggestions on missing elements or areas of concern.

- Represents the County where necessary with respect to procurement matters (i.e., purchasing cooperative meetings, purchasing organizations, vendor communications such as reverse trade show, vendor training on County procurement activities, etc.)
- Assists with the application of legislation and regulations relevant to the Division; including relevant collective agreements and other corporate policies.
- Applies sound project management practices in the management of activities required to help support the successful completion of County projects.
- Ensures project participants, including County staff, have a clear understanding of the work to be completed within approved County policies and procedures.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

### **WORKING CONDITION(S):**

- Regular Business Hours (8:30am- 4:30pm, Monday to Friday)

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.