

Procurement and Operations Lead

Requisition Number: 9852

Position Type: Permanent

Position Length: Indeterminate

Location:

Ottawa (Downtown), ON, CA

Remote Work: Hybrid Model

Closing Date: March 31, 2024 23:59 EST

Equity, Diversity & Inclusion

The Bank is committed to achieving a workforce that reflects the diversity of our country and is representative and inclusive of all Canadians regardless of race, ethnicity, colour, religion, sex, age, disability, sexual orientation, gender identity or expression, socio-economic background or lived experience. By living our values and prioritizing our actions to enhance equity, diversity and inclusion, the Bank ensures broader discussions, better decisions, and a more engaging workplace.

We make career growth and professional development a priority. We are committed to developing inclusive, barrier-free recruitment and selection processes, and a work environment that supports our diverse workforce.

Let our team know if you need accommodation or support during the recruitment process due to a disability or other reason. We can provide support in multiple ways, from using this site and submitting your application, right through to the interview process. If you are the successful candidate, you can also discuss accommodation needs when you receive your offer.

Contact accessiblecareers@bankofcanada.ca to discuss how.

We invite you to join an organization where differences are seen as strengths and are recognized, valued and respected. We welcome all candidates to apply and strongly encourage candidates to self-identify if they identify with an Employment Equity designated group (Indigenous Peoples, Persons with Disabilities, Women or Racialized/Visible Minorities).

Take a central role

The Bank of Canada has a vision to be a leading central bank—dynamic, engaged and trusted—committed to a better Canada. No other employer in the country offers you the unique opportunity to work at the very center of Canada's economy, in an organization with significant impact on the economic and financial well-being of all Canadians. You will be challenged, energized and motivated to excel in our environment.

Building on the principles that have always guided us – excellence, integrity and respect – we strive to be forward-looking and innovative, to welcome people with diverse perspectives and talents, and to earn trust by living up to our commitments and by clearly explaining the intent of our policies and actions.

With our defined-benefit pension plan, benefits, and high flexibility for work life balance - find out more about why we are annually ranked as one of Canada's top employers: [Working Here - Bank of Canada](#)

Find out more about the next steps in our [Recruitment process](#).

What you will do

Reporting to the Director, Procurement Services, the Procurement and Operations Lead will lead complex procurements and projects to meet enterprise, business, and team level objectives. The successful candidate will provide leadership to team members and Bank stakeholders on policy, process, quality standards to ensure consistency in decision-making, service delivery, and compliance to policies.

In addition:

Strategic Procurements and Projects

- Develop and implement innovation projects related to policies, guidelines, and strategic initiatives such as ESG Procurement (Environmental, Social and Governance) and P2P (Procure to Pay) system.
- Provide subject matter expertise, leading negotiations and complex procurements to address evolving business needs.
- Lead project plans, teams, resources, and deliverables for strategic initiatives.

Stakeholder Business Partner

- Initiate ongoing communication and dialogue to modernize procurement processes.
- Align and map integrated business requirements to solutions with Bank stakeholders.
- Support enterprise training, workshops, and presentations to promote awareness of procurement best practices.

Operations/Team Leadership

- Work closely with Procurement Services leadership to recommend and monitor workload, planning, and issue resolution.
- Provide guidance on day-to-day activities, including client requisitions, ERP functionality, procurement policies, corporate purchasing card program and processes.
- Lead planning and governance activities, including benchmarking best practices, tracking key metrics, and responding to audit requirements.

Risk Management

- Identify, evaluate, and manage business, vendor, and contract risks
- Support oversight, governance, and Third-Party Risk Management Policy compliance
- Oversee and manage complex risks related to digital and data operational systems.

What you need to succeed

The successful candidate will have a strong ability to:

- lead strategic procurements and manage multiple work priorities and demands
- lead projects and process improvement initiatives aligning objectives with multiple stakeholders
- develop policy, process and contracting instruments
- Innovate and develop new approaches to meet complex business objectives, including digital / data solutions
- Communicate efficiently (verbal and writing)

Nice-to-have

- Procurement professional certification (ex: Certified Supply Chain Management Professional (CSCMP) , or APICS certification , or equivalent);
- Project management certification or training (i.e. PMP or equivalent)
- Experience in Third Party Risk Management, Contract Management, and/or Corporate Planning
- Background in corporate purchasing (i.e. Professional services, consulting,)
- Experience with enterprise planning systems (i.e. SAP ERP, dashboards), digital processes and automation, data analytics

Your education and experience

- Minimum 7 years of recent, progressive and demonstrated procurement experience, including 2 years strategic and complex procurement and contracting, as well as 2 years leading strategic project initiatives involving multiple stakeholders
 - Demonstrated and recent experience developing digital/data procurement solutions, risk management
 - Recent experience with Environmental, Social and Governance (ESG) procurement initiatives/policy implementation
 - Post secondary education in Business Administration or related program;
- or
- an equivalent combination of education and experience may be considered

What you need to know

- Language requirement: English and French essential (bilingual) with a minimum starting level of functional (level 4) in second official language. Training may be provided to help reach the required level of fully functional (level 5) in second official language.
- Priority will be given to Canadian citizens and permanent residents
- Security level required: Be eligible to obtain Secret
- Relocation assistance may be provided, if required
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

Hybrid Work Model

The Bank offers work arrangements that provide employees with flexibility, enable high-performing teams, and support an excellent workplace culture. Most employees can telework from home for a substantial part of each month as part of the Bank's hybrid work model, and they are expected on site at the Bank location a minimum of eight days per month to help build connections between colleagues. You must live in Canada, and within reasonable commuting distance of the office.

What you can expect from us

This is a great opportunity to join a leading organization and be part of a high-performing team. We offer a competitive compensation and benefits package designed to meet your needs at every stage of your life and career. For more information on key benefits please visit [A great deal to consider](#).

- Salaries are based on qualifications and experience and typically range from \$90,275 to \$112,845 (job grade 17)
- The Bank offers an incentive for successfully meeting expectations at 7 to 10% of your base salary. The Bank offers performance pay for those who exceed expectations (15% of your base salary).. Exceptional performers who far exceed expectations may be eligible for higher performance pay.
- Flexible and comprehensive benefits so you can choose the level of health, dental disability and life and/or accident insurance coverage that meets your needs
- Extra vacation days (up to five each year) that you can purchase to add to your vacation entitlement
- Indexed, defined-benefit pension

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

Please apply here:

<https://careers.bankofcanada.ca/job/Ottawa-%28Downtown%29-Procurement-and-Operations-Lead-ON/579193417/>