

# Contract and Sourcing Manager

## (12-month contract)

The **Ontario Securities Commission (OSC)** is the statutory body responsible for regulating Ontario's capital markets in accordance with the mandate established in the provincial Securities Act and the Commodity Futures Act. The mandate of the OSC is to provide protection to investors from unfair, improper or fraudulent practices, to foster fair, efficient and competitive capital markets and confidence in the capital markets, to foster capital formation, and to contribute to the stability of the financial system and the reduction of systemic risk. This mandate is performed through policy, operational, adjudication and enforcement work. The OSC also contributes to national and global securities regulation development.

**We offer a diverse, fair, and flexible work environment and take pride in our challenging and rewarding work.**

**Summary Vendor and Contracts Manager** is responsible for managing the overall sourcing strategy for the Canadian Securities Administrators (CSA), balancing business needs and risks within an approved sourcing management framework. This includes managing vendor relationships and contracts from RFP to contract renewal and/or termination, with the purpose of achieving the optimal value for the CSA.

Activities include negotiating contracts; establishing IT service level requirements and performance targets to achieve business objectives; identifying, and where agreed, implementing cost savings while maintaining or improving vendor's performance and quality; implementation of effective vendor management performance targets, processes and procedures through a CSA Vendor Management Framework; supporting compliance with vendor contracts; identifying and reporting risks related to vendors; annual review of vendors and their performance; and maintaining contract documents.

The incumbent manages internal and external company relationships and contracts from the RFP process to supplier obligations and risks, maintaining a view on supplier industry strategy with the purpose of achieving good business outcomes for the CSA on behalf of the provincial and territorial securities regulators.

### Key Duties and Responsibilities

#### Sourcing

- Develop a strategic sourcing, procurement and contract management strategy for the CSA; implement and maintain a sourcing roadmap in collaboration with the CIO and the Deputy Director of CSA ITSO Business Operations
- Collaborate with the CSA ITSO OSC, jurisdiction procurement teams and CSA jurisdictional and legal staff, as needed, to plan and implement an appropriate sourcing strategy for various initiatives, with added flexibility as needed; identify practical and effective multi-jurisdictional sourcing options following public sector guidelines, and leveraging various procurement methods that align with business objectives and CSA Principal Administrator requirements
- Implement Sourcing practice processes and procedures with various stakeholders across the ITSO (PMO, General Counsel's Office (GCO), Finance, Office Administration, Operations, Jurisdiction procurement teams and executives)
- Develop, propose, and implement artifacts, standards and tools to be used for ongoing contract and supplier management activities, including a supplier onboarding process and an effective governance process
- Develop and maintain an effective contract management program, including a Contract Lifecycle Management (CLM) process, that can provide data to relevant stakeholders

across CSA branches (Business Ops, Finance, Leadership, Management) and allow easy access to financial information or the activities calendar to support the Branches' procurement and sourcing needs

- Manage a contract portfolio supporting complex and long-term programs of high value and impact
- Develop and recommend key performance metrics to monitor performance and identify any risks; regularly report and present to CSA ITSO executives and ED/SGC

#### Procurement and Risk Assessment

- Establish and continuously improve reporting and analytics of procurement and contract activities and vendors to proactively identify trends, risks, challenges, and opportunities; implement systems and tools to improve procurement and contract management processes for quicker timelines
- Guide the CSA ITSO in effective evaluation to deliver planned business outcomes within the approved procurement policy
- Work with the General Counsel's Office (GCO) to create, implement and maintain a CSA Sourcing Management Framework with policies, practices, and procedures that incorporate appropriate industry best practices and alignment with the jurisdictional Procurement Policies
- Manage the creation, issuing, evaluation, and negotiating of RFPs and associated contracts, managing the inputs and evaluation of bids and the contract negotiation process with CSA ITSO management, the GCO and external counsel, as needed
- Coordinate with OSC procurement and the OSC's GCO to support the CSA ITSO teams in processing of proposed statements of work (SoW), change orders and other contractual documents
- Develop and implement processes to streamline and manage processing of change orders and contract administration; work with various stakeholders, as needed, to create, analyze and solidify negotiation strategies for procurements and change order, as needed
- Support the administration of invoice and change order processing and reporting in coordination with Office Administration, Finance, and Operations staff
- Monitor and analyze potential risks any contract or change orders may pose to the CSA; propose mitigation strategies to management and execute approved change orders
- Guide the CSA ITSO on policies, processes, procedures and OSC procurement policy compliance

#### Supplier Management

- Monitor and manage supplier service level targets and other metrics to achieve planned business objectives; define appropriate performance targets for suppliers based upon contractual obligations, and relevant industry practices or standards
- Conduct annual reviews of suppliers on performance and contractual compliance and hold vendors accountable to their contractual obligations, developing reports of obligations and missed attainment for CSA executives and providing suppliers with feedback regarding performance
- Monitor supplier audits; review reports and work with vendors to mitigate any findings; provide audit reporting to management and executive directors
- Seek out areas of risk in the supply chain through regular reviews of supplier service delivery and propose solutions, as appropriate; work with suppliers on solution implementation and provide reports to executives
- Review, recommend or negotiate changes to vendor change orders, invoices, or other contractual documents and processes

- Maintain supplier records, contract documents, changes and reports; act as a liaison between suppliers and the CSA ITSO

#### Operations

- Participate in Business Planning activities with the various teams at the ITSO to contribute to, and support, the overall strategic plan
- Oversee and manage supplier management, obligations and governance through various reporting activities and report to executives, as required
- Work with CSA ITSO staff to clarify contractual terms, address contractual issues and leverage various dispute resolutions processes, as needed
- Keep current on insourcing/outsourcing trends and issues, best practices and industry standards
- Identify areas of opportunities and risk reduction; analyze contracts and identify areas for cost reduction, cost avoidance and exposure to risk, and provide mitigating solutions
- Keep current on sourcing options in public procurement to result in fair, open, compliant processes that are cost effective with good business outcomes
- Mentor Operations staff and provide guidance on best practices related to various operational activities
- Support the Business and Operations Director and Finance department by providing contract-related data and budget/forecasting support

#### Qualifications

- Undergraduate degree in Business, Commerce or Public Administration
- A minimum of 7 years of sourcing, procurement, and contract management experience
- A minimum of 7 years' IT Category Management in the public sector, an asset
- Exceptional communication skills (oral and written), strong persuasion skills and ability to gain consensus with various stakeholders
- Demonstrated ability to work in a complex and fast-paced environment; highly adaptable and able to work independently within a team environment
- Deep understanding and demonstration of the Procurement life cycle and trade markets
- Excellent attention to detail and ability to review and understand legal terms, business terms and complex documentation
- Experience as a change agent with a successful record in implementing continuous improvement initiatives
- Strong service, influence, and negotiation skills with all levels of internal and external stakeholders
- Strong planning, prioritization, organization, problem-solving, analytical and decision-making skills
- Certification in the ITIL framework and PMP, an asset
- Ability to proactively anticipate matters and manage multiple tasks effectively

#### Behaviours/Attributes

- Results orientation, strong collaboration skills and ability to build relationships to advance sourcing strategies
- Ability to analyze problems and provide and/or identify alternative solutions
- Ability to review policies and provide ideas that align with procurement directives and industry best practices frameworks
- Ability to prioritize tasks and duties, meet strict deadlines, as well as change or substitute tasks to meet fluctuating demands

- Ability to quickly understand issues and propose solutions
- Ability to influence and promote collaboration
- Ability to work independently within a team environment
- Clear and concise communication skills, both oral and written
- Ability to communicate professionally and responsibly with diverse stakeholders, including employees, suppliers, clients, General Counsel, the Commission(s), CSA Executives, and other Self-regulatory Organizations
- Ability to effectively negotiate with various stakeholders to drive successful business objectives
- Ability to communicate with, and influence, stakeholders with disparate views and objectives

**Grow your career and make a difference working at the OSC.**

**Apply online by Monday, April 8, 2024 at 11:59 pm EDT, at <https://www.osc.ca/en/about-us/careers-osc>.**

***We thank all applicants for their interest in the Ontario Securities Commission. We will contact those selected for an interview.***

*The OSC is committed to diversity and providing an inclusive workplace. It is our priority to ensure employment opportunities are visible and barrier-free to all under-represented groups including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ2S community, to achieve an employee demographic profile reflective of the demographic profile of Ontarians.*

*The OSC is a proud partner with the following organizations: [BlackNorth Initiative](#), [Canadian Centre for Diversity and Inclusion](#), and [Pride at Work Canada](#).*

*If you require an accommodation during the recruitment process, please let us know by contacting our confidential inbox [HRRecruitment@osc.gov.on.ca](mailto:HRRecruitment@osc.gov.on.ca).*

*Visit [Accessibility at the OSC](#) to review the OSC's policies on accessibility and accommodation in the workplace.*