



**Position:** Senior Procurement Manager  
**Term:** Fulltime  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Director, Procurement

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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## **The Opportunity: Senior Procurement Manager**

Waterfront Toronto is seeking a Senior Procurement Manager. As a highly experienced public procurement specialist, they will be responsible for process management and coordination of complex, high-profile, high-value projects (e.g., development, design, construction, etc.), in accordance with established public procurement policies and procedures and industry best practices. Responsibilities include staff management and providing advice in setting, implementing, and maintaining effective and efficient policies, procedures, and systems.

### **Key Responsibilities:**

- Manage all aspects of the procurement process for a variety of complex and diverse procurements (e.g., design, construction, development, information technology, corporate consulting, etc.) from the initial documentation preparation to contract award and negotiation, including needs analysis and evaluation, strategy development, risk identification and management.
- Provide advice in setting, implementing, and maintaining effective policies, processes, strategies, procurement documentation, and contractual requirements to address the market, Waterfront Toronto's changing environment and changes in legislation.
- Understand and implement emerging tools and market trends for effective procurement management.
- Manage staff including hiring; training needs and arranging/providing required training while communicating performance expectations; monitoring and evaluating performance and addressing disciplinary issues.
- Provide advice and specialist expertise regarding the procurement process and contract interpretation, including risk identification and management, to project managers, internal staff, and external consultants.
- Provide strategic long-term planning advice to the Director, Procurement (e.g., issues, financial implications, etc.); consultation and expertise on procurement policies, principles, options, and techniques to subordinates and clients while ensuring cost-effective quality, value for money, and fairness in procurement.

### **Skills and Qualifications:**

- Advanced knowledge of procurement theories, policies, principles, practices, and industry trends with detailed knowledge of public procurement techniques and processes.

- Approximately 8 years of experience in managing public procurement processes, with procurement leadership, and significant procurement experience in the construction field.
- Good managerial and supervisory skills, ability to efficiently manage staff, evaluate workload and performance, mentor and guide staff for successful performance of the work.
- Proven experience with contract development, negotiation, and interpretation, particularly related to construction activities such as CCDC, RAIC, and related design services agreements.
- Extensive experience in Broader Public Sector procurement with a strong understanding of the BPS Procurement Directive and how to apply it.
- Advanced knowledge of procurement scheduling and procurement-relevant computer software and applications, including project collaboration software, with exposure to procurement systems and processes.
- Excellent project management skills to plan, establish priorities and allocate resources to meet corporate objectives and timelines.
- Outstanding interpersonal, partnership building and leadership skills to develop effective working relationships and partnerships.
- Proven analytical skills with the ability to think constructively, and resolve complex problems, and issue management/resolution skills.
- Strong verbal and written communication skills to develop and deliver reports and presentations, provide advice and consultation, and persuade and develop consensus on a day-to-day basis as well as for complex issues.
- A post-secondary education with relevant training and certification is considered an asset.

**Salary:** We offer a competitive salary and benefit package.

### **Other Considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work in the office a total of five days spread out over a two-week period, for collaboration and engagement. Employees have the option to work remotely for the remainder of the week.

### **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfronttoronto.ca](mailto:careers@waterfronttoronto.ca), quoting **File #22-32**, no later than **Wednesday, November 16, 2022**.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.*