



**Position:** 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: Procurement Manager**

Waterfront Toronto is seeking a Procurement Manager. As a highly experienced project procurement specialist, they will manage and coordinate the procurement process of various projects including complex, high-profile, high-value projects (e.g. multi-year consultant and construction contracts, and construction manager contracts), in accordance with established procurement policies and procedures and industry best practices.

### **Key Responsibilities:**

- Manage all aspects of the procurement process, from initial documentation preparation to contract award and negotiation, in accordance with best practices and guides consistent with Waterfront Toronto procurement policy.
- Recommends procurement and delivery method based on specific requirements, procurement policy, and best practices.
- Provides advice and specialist expertise regarding the procurement process and documents to project managers, internal staff, and external consultants.
- Leads and manages evaluation process including the facilitation of evaluation team meetings and award recommendations.
- Prepares and negotiates terms and conditions of contracts including supplementary conditions to CCDC and RAIC documents and general terms and conditions.
- Coordinates and chairs pre-bid meeting/site tours, manages proponent's debriefing process
- Monitors and manages conflicts.
- Analyzes Waterfront Toronto partners' procurement policies, procedures, and practices to ensure compliance with obligations under Delivery Agreements.
- Reviews for compliance and approves Procurement Requisitions.

### **Skills and Qualifications:**

- Thorough understanding of public procurement practices and documents (RFx, including negotiable RFPs, tenders, and contracts).
- Strong understanding of and a minimum of 5 years of experience in managing the procurement components of construction-related contracts.
- Proven experience, knowledge, interpretation, and application of theories, principles, and practices of procurement administration and management of construction projects.

- Thorough knowledge and understanding of legal aspects of contracts (CCDC2, CCDC5B, CCDC14, CCDC31, RAIC).
- Ability to work in a fast-paced and complex working environment with minimal supervision, ability to exercise good judgment in providing commercial, procurement, and transactional advice.
- Superior communication, listening, negotiation, writing, and interpersonal skills.
- Strong technical aptitude, attention to detail, organizational, time management, research, and analytical skills.
- Leadership skills to provide advice, guidance, and expertise in all areas of procurement.
- A post-secondary education and a purchasing designation would be 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@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca), quoting **File #22-33**, 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.*