

Procurement Lead

The Ministry of Education's Financial Services and Procurement Oversight team is hiring a Procurement Lead to provide strategic procurement advisory services and leadership to client divisional teams on the end-to-end procurement process for goods and services. We are seeking a high-performing individual who can use excellent relationship-building, collaborative, interpersonal, and project management skills to develop strategic and innovative procurement solutions that support our clients' business objectives.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

What can I expect to do in this role?

In this role, you will:

- Provide expertise and advice on conducting large, complex, and sensitive procurement initiatives, involving a wide range of goods and services that include I&IT software and hardware, and consulting services including fee-for-service and non-consulting services
- Lead the preparation and execution of all aspects of procurements, including planning and approvals, tendering, vendor selection, contract negotiations, and contract management under various procurement methods, in consultation with corporate services, legal services, Supply Chain Ontario, and the I&IT organization
- Provide advice to determine and assess the appropriate procurement method to obtain best value for clients and taxpayers, in alignment with business requirements, including Vendor of Record (VOR) arrangements, competitive (invitational and open competitive), and non-competitive (allowable exceptions and exemptions)
- Create user-centred guidance and provide training to help staff navigate the Ontario Public Service (OPS) and ministry procurement processes and requirements
- Oversee all procurement, contract and service management activities across the organization and lead ongoing reporting to corporate services for current, past, and planned procurements

Please note: Attendance at the Toronto office location below will be required in alignment with OPS' current hybrid work model.

Location: Toronto

How do I qualify?

Specialized Procurement Knowledge and Experience

- You have comprehensive knowledge of public sector end-to-end procurement requirements and processes, including planning and approvals, tendering, vendor selection, contract negotiations, contract and service management, and reporting.
- You have experience supporting clients with a variety of procurements requirements for goods and services, including technology and consulting, under various procurement methods: Vendor of Record (VOR) arrangement, competitive (invitational and open competitive), and non-competitive (exceptions and exemptions).
- You have experience interpreting and applying procurement and contract management legislation and other related directives, policies, procedures, standards, and decision-making frameworks

pertaining to purchasing and supply management to obtain procurement approvals.

- You have experience with risk assessment methods and techniques to identify, analyze and mitigate risks to clients.

Strategic Planning, Problem-Solving, and Analytical Skills

- You can apply effective strategic thinking skills, risk mitigation techniques, and professional judgement to give clients quality advice which balances business/operational requirements and compliance with corporate procurement processes.
- You have proven problem-solving and analytical skills to formulate and recommend creative, innovative, and effective resolutions to procurement issues where no precedents exist.
- You have experience leading industry research and leveraging best practices across the Ontario Public Service (OPS) or another jurisdiction.

Project Management and Leadership Skills

- You demonstrate strong leadership by managing complex priorities from concept to implementation to evaluation, under unexpected or conflicting work demands in a fast-paced environment.
- You have experience leading and managing various procurement initiatives from planning to completion of procurement processes, and contract awards, ensuring timelines are met to provide continuity of services to clients.
- You have the ability to organize teams, subject matter experts and other stakeholders in order to develop business requirements, procurement plans, procurement documents and contracts while working with competing priorities and tight deadlines.
- You have demonstrated ability to identify issues and risks to procurement initiatives, develop contingency plans and follow through with an action plan.

Communication, Interpersonal, and Relationship Management Skills

- You have effective oral and written communication skills and experience presenting and preparing procurement documents, reports, decision notes, briefing materials, and business cases, and maintaining technical procurement information and knowledge-base for a variety of audiences in a clear, concise, affirming, and empathetic manner.
- You have demonstrated experience maintaining effective interpersonal relationships, influencing outcomes, and proactively resolving issues through proven relationship management skills with clients, corporate partners, and external vendors.
- You work well independently with minimal supervision and in a multi-disciplinary team, demonstrating strong initiative, value for diversity, and spirit of collaboration.

Salary Range: \$76,382 - \$112,555 Per Year

Additional information:

- 1 Permanent, 315 Front St W, Toronto, Toronto Region

Note:

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures, including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Please apply online, only, by **Thursday, May 25, 2023**, by visiting www.ontario.ca/careers, and entering **Job ID 198001** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

www.ontario.ca/careers