



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents.

It's Council and staff are committed to providing an exceptional quality of life for the community.

Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit [RichmondHill.ca](http://RichmondHill.ca) to learn more about the place "Where people come together to build our community."

## **Procurement Management Advisor**

Corporate and Financial Services Department

Working for the Town of Richmond Hill is a very rewarding experience where we come together to build our community. The Procurement Section is a team of innovative, engaging, and enthusiastic individuals who are dedicated to collaborating with one another to deliver on our commitment to the Town and its residents. Directly reporting to the Chief Purchasing Officer, the Procurement Management Advisor position would have expertise and experience working within and outside of the Contract A framework. The Procurement Management Advisor position is responsible for large construction related projects and as such, Town is seeking a candidate with high degree of procurement expertise in construction and related areas with good understanding of public construction practice, approach and general understanding of public infrastructure construction. The successful candidate must be able to work in a fast paced environment with high volume of Procurement activities.

Key duties and responsibilities of the position will include:

- Perform as the Procurement project lead for complex, high dollar value and/or high risk construction related projects that warrant high level of expertise and experience in construction and Public Procurement.
- Responsible for fully understanding client acquisition requirements. Reviewing Specifications or Terms of Reference and Price Schedules in order to identify and recommend most appropriate method of purchase that will yield best value for the Town.
- Create a variety of complex, high dollar value bid solicitations with clear and precise language to yield optimal results for the Town. Where information is insufficient or misleading, independently research and propose inclusion of specific information in the bid solicitation. These bid solicitations may include leading large co-operative acquisitions with other Municipalities in the York Purchasing Co-operative which Richmond Hill is a member of.
- Assess, analyze and evaluate bids for bid compliance. Recommend rectification or rejection of non-compliant bid submissions.
- Assemble and co-ordinate a multifunctional project team with different priorities and objectives in order to assess and evaluate submissions. Lead and guide the evaluation team to achieve consensus through co-operation and acceptance of proposed solution.
- Perform as lead negotiator with vendors that have successfully achieved the necessary scores to be considered for award. These negotiations involve complex contract terms and conditions, pricing structure and service delivery models.
- Conduct pre-bid conferences in conjunction with client group, where he/she will be responsible for disclosing the Town current position and desired end result. Gather information provided by vendor community on possible solutions, best practise and market trends and communicate the information to all parties involved.
- External communication frequently involves verbal and written communication with unsuccessful proponents of the bid process. These communications often involve complex information that are sensitive in nature and require considerable diplomacy and tact while ensuring compliance with public tendering rules and regulations.
- Coordinate strategic acquisitions for the Town, such as through the establishment of new Rosters and Prequalified vendor lists for services that are repeatedly utilized by the Town.
- Investigate opportunities for service improvements including sustainable procurement, and technological opportunities to improve efficiencies and accountabilities.
- Proactively read and understand moderately difficult concepts, research papers, journal articles and/or legislation to keep informed and be knowledgeable on recent developments in Public Procurement. New information will be shared with the team on a monthly basis during team meetings.
- Procurement Management Advisor will assist the CPO in developing procurement training programs including the assessment of need and creation of educational materials.

Key qualifications that the ideal candidate will possess are:

- A University Degree in Business Administration, Business Law, Economics, Finance, Procurement/Supply chain management or related fields.
- Knowledge of construction methods and approaches, Trade agreements applicable to purchasing for the municipal sector.
- Demonstration of the Town's corporate values of service, collaboration, care, and courage.
- Ideally have 5 to 7 years purchasing experience in public purchasing.

For more details on the qualifications required for this position and the application process, please visit our website at: [RichmondHill.ca/Employment](http://RichmondHill.ca/Employment)

**Salary:** \$88,084. to \$100,011. (Subject to compensation review).

Applications will be accepted up to **4:30 p.m., on December 15, 2017.**

The Town of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.