

JOB DESCRIPTION

Position Title: Procurement and Contracts Specialist

Job Summary

Within the OACAS's Shared Services Program (SSP), the ***Procurement and Contracts Specialist*** will provide overall process coordination for selection of service providers, including conducting RFx processes in compliance with the requirements for the Broader Public Sector. The primary deliverable from the role will be to establish pricing agreements and contracts for services to ensure maximum value for money on behalf of OACAS and its partnering Ontario children's aid societies (CASs).

Reporting to the Director, Shared Services Program, this role is, initially, a part-time role (three days per week) and is the primary functional lead for procurement activities during the SSP implementation.

The ***Procurement and Contracts Specialist*** will work with key stakeholders in order to understand their requirements, compile specifications, facilitate vendor selection and negotiate agreements on behalf of participating CASs - utilizing tools and processes such as RFP's, RFQ's, and RFI's. The position will be expected to collaborate and share information within, and across, departments and agencies and support various specification working groups. The role will also be responsible for initially building mutually beneficial relationships with strategic suppliers to ensure ongoing value is delivered to OACAS and CASs through these contractual relationships.

Specific Responsibilities

1. Responsible for leading the full range of procurement processes in a cross functional not-for-profit environment.

2. Develops, implements and manages contracts and service level agreements for the procurement of goods, services and leases
3. Investigates, develops and promotes the use of progressive supply chain tools and technologies to accomplish procurement objectives
4. Serves as the primary contact relating to SSP procurement and contract management for all participating CAS agencies and OACAS staff
5. Develops and fosters successful, long-term business relationships and ongoing process improvements with key suppliers
6. Identifies opportunities for operational and procurement process improvement
7. Reviews non-contracted purchases to identify opportunities for standardization, contracting and cost reduction
8. Facilitates the approval, prioritization and sourcing process for agency-approved capital items.
9. Participate in discussions, problem solving and priority-setting within OACAS and with senior stakeholders in the CASs and government to address the distinct and unique requirements of the child welfare sector.
10. Responsible for regular reporting including contracts completed, cost savings and other metrics to Director, Shared Services Program or designate

Experience, Skills, and Credentials

- Minimum of five years' procurement experience working within Ontario's Broader Public Sector Directives, ideally within a shared services environment.
- Knowledge of leading practices in procurement and strategic sourcing as well as operational models for shared services programs
- Excellent knowledge of end-to-end supply management processes including competitive bidding, contract management, supplier performance management, and life-cycle costing processes.
- Strong interpersonal, presentation, communication, conflict resolution and stakeholder relationship management skills to engage others, build consensus and resolve issues
- Able to manage a high volume of work in a fast-paced environment with multiple priorities and deadlines
- Proficient computer skills with advanced skills on MS Office applications including Excel
- Bilingual English/French would be an asset.

Behavioural Competencies

- **Quality Service Orientation:** Seeks information about the real underlying needs of stakeholders beyond those expressed initially
- **Analytical Thinking:** Makes complex plans and analyses. Uses analytical techniques to break apart complex problems into component parts, identifies multiple solutions and weighs the value of each
- **Relationship Building:** Creates opportunities to initiate relationships. Identifies significant opportunities for contribution, identifies key contact in target organizations and finds ways to make personal connections. Nurtures the relationship over time to build rapport and trust and develop a basis for future interactions
- **Change Management:** Makes change real for individuals. Explains to individuals specifically how the change will affect their organization and roles. Integrates the change very clearly with existing work/projects. Builds on recent change initiatives to increase enthusiasm and commitment to the change process
- **Commitment to Continuous Learning:** Stays current in a demanding and changing business environment with new approaches, tools, methods and/or technologies that may impact the business. Quickly assimilates and understands a constant stream of new information

Education

- Undergraduate or graduate degree in business administration or other relevant area
- CPP, CSCP or PMAC - Purchasing certification

Working Conditions

- Frequent use of computers.
- Occasional travel to agency and vendor sites, as required.
- Required to be flexible with regard to hours/days of work.
- Work involves minimal physical or psychological risk, which could result from unavoidable exposure to dangerous situations or hazardous, disagreeable or uncomfortable working conditions.