**SENIOR PROJECT LEAD, TRANSIT PROCUREMENT (#101987)**

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| **Employee Status:** | Regular |
| **Bargaining Unit:** | Non-Union |
| **Pay Range:** | $87,009 - $118,257 |
| **Location:** | 30 Wellington Street |
| **Closing Date:** | 28-Aug-2022 |

***Metrolinx*** is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto’s subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

Senior Project Lead, Transit Procurement Initiative develops, coordinates, and implements major joint transit procurement initiatives on behalf of Ontario municipalities and transit providers to meet the Corporation’s legislative objective, to: “act as the central procurement agency for the procurement of local transit system vehicles, equipment, technologies, facilities, shared services (i.e. radio system) and related supplies and services on behalf of Ontario municipalities”.

**What will I be doing?**

* Identifies, selects, employs and executes the appropriate project, procurement method and strategies for the supply and delivery of transit related goods and services in meeting TPI program objectives based on project scope
* Develops and supports TPI joint procurement initiatives for the design, coordination, development, implementation and support of alternative transit fleet project development related to zero emission vehicle technologies, taking the lead on project management and supporting department deliverables
* Supports project procurement documents based on procurement strategy, steering committee decisions and transit industry trends, incorporating provincial and federal regulations, standards and policies
* Supports the development of project plans program mandate and business plan
* Works closely and provides project/technical support to Steering Committee members (e.g. municipal transit and fleet managers, procurement staff, legal counsel) in the preparation of Requests for Proposal (RFP) documentation for procurements or other procurement modes (e.g. transit vehicles and transit related services); liaises with project team to ensure joint procurement initiatives are objectives are consistent and correct

**What skills & qualifications do I need?**

* Completion of a degree in Business Administration, Commerce, Economics, or related field – or a combination of education, training and experience deemed equivalent
* Minimum 6 (six) years’ progressively responsible experience in policy focused roles, ideally in a public sector or transit service environment
* Project Management and/or Purchasing Management Association of Canada (PMAC) designation is an *asset*
* Knowledge of solid project management, procurement processes (e.g. tender) preparation and evaluation procedures) and related policies, processes, and regulatory requirements
* Developing, drafting, and analyzing complex policies, contract documents, presentations and tender submissions where accuracy and attention to detail are extremely critical.
* Interpersonal skills, tact, and diplomacy to communicate, consult, collaborate, or negotiate with client groups, business partners, and vendors
* Interpersonal and oral/written/presentation skills to communicate and clarify provincial / federal policies and directives and to prepare and design draft and final procurement documents
* Competent Power Point, Excel and other Microsoft Office program skills and ability to handle complex contract documents and multiple joint procurements
* Precise and tactful oral and written communication skills, build and maintain relationship with external internal stakeholders

**Accommodation:**

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

**Application Process:**

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

To apply for this position, please submit your resume online through the Current Opportunities page <https://ehtc.fa.ca2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/101987>

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

***AN EQUAL OPPORTUNITY EMPLOYER***