

**Head, Procurement and Category Management**

**Date Posted: July 11, 2023**

**Closing Date: August 10, 2023**

**Req ID:** 932

**Department**: Procurement and Category Management **Employment Type:** Regular  **Weekly Hours:**  35, **Off Days:**  Saturday/Sunday   **Shift:**  Day **Reports To:** Chief Financial Officer

**About the TTC**

The Toronto Transit Commission (TTC) is North America's third largest transit system and recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts directly align with its mission to provide "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

**The Opportunity**

The Head, Procurement & Category Management provides strategic leadership, management, oversight, and delivery of centralized procurement services to TTC business partners while protecting the TTC’s best interests and reputation, reducing risk and maximizing long-term value. The role develops strategic internal and external partnerships and is accountable for all procurements that support operating and capital budgets. The candidate will be responsible for maturing strategic sourcing and category management. With over 800 ongoing contracts worth $7.5B in value, the candidate will manage complex procurements in an open and transparent process.

The position provides dynamic leadership in planning, directing, and improving all activities of the Department staff, to promote and ensure a high level of performance, quality, and customer service to TTC business partners. The successful candidate will build confidence with Business Partners by anticipating and supporting customer needs. Additionally, you will improve operational efficiency through the implementation of change management strategies. The role leads and supports several transformational programs to ensure procurement acumen and SAP program implementation to better integrate the TTC’s practices, processes, and systems.

**Key Responsibilities**

* Establish strategic objectives, department policies, practices and related budgets for all aspects of sourcing, purchasing and category management;
* Develop and maintain short and long-term procurement, sourcing, and risk management strategies, programs, and activities to support the organization’s overall long-term business objectives and priorities;
* Maximize efficiency and effectiveness through the maturing of strategic sourcing and category management
* Provide advice and guidance to senior management and business partners regarding complex procurement strategies and issues; mentoring and coaching to staff to mature relevant acumen and capabilities;
* Deliver key metrics and procurement management data and analysis to optimize performance and decision-making; and,
* Oversee continuous improvement and advancing an integrated approach to materials, procurement and commercial management services, including the integration of relevant business processes, data and reporting with the support of technology and tools.

**What Candidates Bring**

* University degree in Business Administration, Commerce, Economics or related discipline, or a combination of education, training and experience deemed to be equivalent; combined with progressively responsible experience in a related field at a senior management level, preferably in the construction environment and/or with public sector procurement experience
* Certification as a Certified Supply Chain Management professional (SCMP) through the Supply Chain Management Association (SCMA); or a Certified Public Procurement Officer (CPPO) designation through The Institute for Public Procurement (NIGP), or similar preferred
* Extensive knowledge of procurement principles and project delivery methods (Tendering, Request for Proposals (RFP), negotiations, etc.), preferably in the public sector
* Demonstrated ability in developing and implementing successful pro-active procurement strategies and processes and delivering ambitious and innovative cost reduction strategies to meet business objectives
* Extensive experience and proven ability as a strong leader, including leading, coaching and motivating diverse, multi-discipline management teams with the ability to effectively plan work, advise on priorities and deadlines, operating as a fully accountable leader
* Experience as a transformational leader of complex enterprise-wide modernization programs/projects
* Knowledge of change management principles, with the ability to lead change management activities and meet transformation objectives and outcomes
* Extensive experience with enterprise procurement and inventory management systems such as SAP including leading their implementation, sustainment and the continuous improvement of their functionality
* In-depth understanding of the service and financial issues facing the TTC, including service delivery, policy development, strategic and service planning, financial and project management, performance measurement and the implementation of best practices
* Extensive experience preparing comprehensive reports and presentations, analyzing, interpreting and summarizing information to present and support strategic, service and financial decision making.

**Additional Requirements**

* Ability to think critically and understand complex issues, program interrelationships, and potential results and outcomes of policy actions.
* Ability to implement talent development strategies and new programs.
* An in-depth understanding of governance and accountability frameworks within a large public sector organization.
* Strong project management skills
* Knowledge of legal implications of the public procurement process and an understanding of engineering language and principles
* Knowledge of applicable construction laws (i.e., the Ontario Construction Act, etc.) and related Government trade agreements (i.e., CETA, CFTA)
* Highly developed organizational, communication (oral and written), interpersonal, presentation, facilitation and negotiating skills
* Sound judgement, combined with excellent analytical and problem-solving skills
* Sound judgement with the ability to handle matters of a confidential, proprietary, or sensitive nature as they relate to the TTC Board and senior staff
* Experience developing high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
* Extensive customer service-related experience combined with a demonstrated ability to establish and maintain strong relationships
* Proven record in formulating complex budgets, goals and objectives, policies and long-range programs
* Extensive knowledge of business administration, fiscal and human relations concepts/practices combined with a thorough knowledge and understanding of applicable human resources policies and legislation/regulations regarding safety, employment, human rights, etc.

**Considered Assets**

* Project Management Professional (PMP) designation
* Master of Supply Chain Management (MSCM) or related field
* Results-oriented, metrics-driven leader with expertise in procurement and category management
* Implementation and leadership of social procurement programs/initiatives/policies
* Public sector experience in a senior role.

To apply to this senior managerial role in public transit, submit your application to **Phelps** by clicking here: <https://bit.ly/3D6qrx5>

Application deadline: **August 10, 2023**

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***Diversity and Accessibility Statement***

*The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process*, *please contact Human Resources - Employment Services at (416) 393-4570.*

**Please Note:** We thank all applicants for their interest but advise that only those selected for an interview will be contacted.