



Senior Procurement Officer, I&IT, Payments (PRESTO) (107461)

Employee Status:	Regular
Bargaining Unit:	Non-Union
Pay Range:	\$87,879 - \$119,440
Location:	20 Bay St., Toronto, ON
Closing Date:	22-Oct-2023

Two Permanent Full Time Positions

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.

At Metrolinx, equity, diversity and inclusion are essential to living our values of serving with passion, thinking forward and playing as a team.

Our Procurement Department is seeking two Senior Procurement Officers specializing in the areas of I&IT & PRESTO. You will be responsible to provide strategic sourcing expertise and procurement leadership for large complex and high dollar value projects. You will be required to lead highly complex technology sourcing events, negotiate, finalize, and amend contracts.

What will I be doing?

- Integrate as a project team member with client business units to provide procurement support on highly complex Metrolinx technology projects worth millions of dollars.
- Provide strategic sourcing expertise and advisory support in alignment with portfolio strategy by contributing to the portfolio in the development of innovative procurement strategies that drive continuous improvement and client value; interpret procurement policy for portfolio clients and apply expert knowledge of procurement practices to interpret deviations from, and exceptions to procurement policies.
- Conduct analysis of potential procurement risks (e.g., safety, compliance, corporate reputation, legal) and develop appropriate risk mitigation strategies to ensure Metrolinx operational stability and to ensure an appropriate balance between competing risks.
- Participate as a key stakeholder in contract delivery strategy meetings; develop and draft specialized procurement strategies and contract documents for unique procurements; provide procurement-related decisions with immediate impacts to the structure of negotiated contracts, long-term planning and sourcing strategies; apply project management methodology with a view to support clients in meeting critical milestones per procurement timelines and leverage commercially-focused techniques and outcomes.
- Provide end-to-end support for the most complex Metrolinx projects and sourcing events, including; negotiated RFPs; outsourcing initiatives; large technology implementations; contracts with complex commercial strategies: procurement kick-off meetings; provide technical and advisory support to business units regarding procurement methods, develop and draft pricing and commercial strategies to evaluate competitiveness of commercial proposals as part of tender

strategy; prepare specifications, tender documents and coordinate drafting of complex sourcing documents, including; developing and drafting defensible evaluation methodologies and providing guidance to clients on selection criteria to ensure the best business outcome for MX.

- Manage critical milestones on procurement project plans to ensure that timelines are met and that interdependencies are managed; respond to in-market inquiries related to complex procurement projects; develop and coordinate complex addenda; manage and chair the consensus meeting to identify top- ranked proponent, coordinate presentations and interviews with short-listed respondents; ensure compliance with MX governance, including relevant approvals from Investment Panel and the Board of Directors; manage debriefing meetings with unsuccessful bidders.
- Lead the development of complex, high-quality contracts by collaborating with Commercial Management & Legal Services to negotiate contracts and address all commercial, legal requirements to ensure procurement processes are conducted in a fair and transparent manner.
- Act as ambassador for procurement portfolio by responding to all procurement related questions from clients; directly solving procurement-related issues; participate in outreach and training initiatives with client groups.

What Skills and Qualifications Do I Need?

- Completion of a degree in business, commerce, supply chain management or a related discipline – or a combination of education, training and experience deemed equivalent.
- Minimum 8 years' experience in procurement and sourcing, including leadership in successful execution of high dollar value projects as well as governance, process, systems, data functions, vendor relationship management.
- Supply Chain Management Program (SCMP) designation strongly preferred.
- Oral communication, presentation, and consultation skills to provide expertise/advice to colleagues and management.
- Superior written communication skills to provide internal and external reports, briefings, and memoranda.
- Experience identifying client needs, and initiating, coordinating, and implementing solutions in response to client issues.
- Experience with commercially focused sourcing.
- Ability to influence with strong interpersonal and conflict resolution skills focusing on business priorities.
- Active listening skills to understand the full extent of issues, concentration to analyze issues, and resolve issues.
- Agile and demonstrated flexibility to multitask and deal with interruptions for urgent requests for information.
- Analytical and problem-solving skills to analyze problems, detect root causes, and resolve issues.

Don't Meet Every Requirement?

If you're excited about working with Metrolinx but your past experience doesn't quite align with every qualification of this posting, we encourage you to apply. You just might be the right candidate for this or other roles. We are always looking for great talent to join our team.

We invite all interested individuals to apply and encourage applications from members of equity-deserving communities, including those who identify as Indigenous, Black, racialized, women, people with disabilities, and people with diverse gender identities, expressions and sexual orientations.

Accommodation:

We value the unique skills and experiences each person brings to Metrolinx and are committed to creating and maintaining an inclusive and accessible environment. We are committed to the requirements of the Accessibility for Ontarians with Disabilities Act so if you require accommodation during the hiring process, please let our Recruitment team know by contacting us at: 416-202-5601 or email hr.recruitment@metrolinx.com.

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](#).

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

WE ARE AN EQUITABLE AND INCLUSIVE EMPLOYER.

#LI-SC1