

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Permanent Full Time Non-Unionized opportunity in the Procurement Services Department for an experienced and motivated individual.

**Procurement Policy & Compliance Officer
(FILE #J0724-1083)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Reporting to the Procurement Contracts Manager, the Policy and Compliance Officer is responsible for providing leadership and direction to the division, while championing change. The Policy and Compliance Officer leads the development, planning and implementation of strategies and goals that support service level standards and continuous improvement on procurement governance and other initiatives for the Corporation.

Responsibilities include recommending, developing, and implementing clear corporate procurement policies, procedures, directives, templates and ensuring City-wide compliance. The Policy and Compliance Officer will lead project teams, including cross departmental teams, to deliver on procurement governance related projects and implement operational efficiencies that enhance overall service delivery and customer service that is consistent with the Service Excellence expectations and priorities of the Corporation.

In addition, duties include administration of effective risk management processes by identifying, assessing, and mitigating risks that could arise from non-compliance.

Qualifications and experience:

- University degree in Accounting, Finance, Economics, Business, or suitable equivalent. Current holder of a recognized procurement professional designation (i.e. CSCL, CPPO), in good standing, or suitable equivalent.
- Minimum of five (5) years' relevant experience in leading strategic procurement initiatives and improvements. High level of experience in leading various categories of public procurement – from simple to complex matters.
- Established project management skills, specifically in the procurement field
- Strong knowledge and experience in procurement operations
- Experience in business planning, budget submissions and management, KPI reporting
- Proven experience to influence change – both within and outside of the department.
- Ability to exercise sound judgment and solve problems based on consideration of all critical factors, including long and short-term impacts.
- A results oriented individual, with experience in developing sound methodologies for deriving insights and a keen interest in policy and process frameworks.
- Knowledge of and demonstrated ability in strategic planning, change management design, process and implementation strategies to optimize quality and cost-effectiveness of delivery of business areas.
- Demonstrated ability to lead, coach and build cohesive and motivated teams; promote collaboration, team processes, learning and development opportunities for staff
- Excellent people management skills. Proven ability to manage conflict, effectively problem solve, be capable of working under stressful conditions as well as possess organizational and analytical skills and abilities.
- Ability to inspire others to persist and strive for excellence, take measured risks and participate with enthusiasm during periods of complexity and/or change
- Ability to plan, organize, prioritize and balance multiple responsibilities, shifting priorities, regular workflow interruptions while maintaining a positive attitude

- Excellent analytical, problem solving, interpersonal, communication and negotiation/mediation skills
- Ability to analyze issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Demonstrated knowledge of financial operating and capital budgets and business planning processes
- Knowledge and proficiency in Windows environment using Microsoft Office Suite.
- Knowledge of, and demonstrated ability in the City's core and leadership competencies and relevant functional competencies
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment, and when dealing with sensitive/confidential or controversial topics.
- Possesses a valid Ontario "G" Driver's License, in good standing, with access to a reliable vehicle for corporate use.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before **Friday August 23rd** at: [City of Vaughan - Procurement Policy & Compliance Officer \(njoyn.com\)](http://CityofVaughan-ProcurementPolicy&ComplianceOfficer.njoyn.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.