

Port Hope is a uniquely attractive place to work, highlighted by the future development of the world's largest nuclear plant, which promises cutting-edge infrastructure and economic stability. This diversification into nuclear energy complements the area's strong economic base in agriculture and manufacturing, securing a stable job market. Employees will engage with advanced technology and industry experts, enhancing professional development. The community's warmth promotes work-life balance, supported by cultural festivals and heritage sites. Proximity to Toronto/GTA provides urban access, while the area's natural beauty invites outdoor recreation. High-quality education and healthcare, low crime rates, and a commitment to environmental sustainability make Port Hope an exceptional place to live and work, fostering both professional and personal growth.

The Strategic Procurement Specialist is responsible for the leadership, management, operation, and administration of the purchasing functions for the Municipality. This position leads the development, implementation and administration of procurement policies and procedures, while ensuring compliance with national trade treaties, applicable legislation, regulations and procurement best practices. Other key duties include, monitoring procurement strategies and market conditions and trends; leading and implementing continuous improvement initiatives; overseeing complex procurements, and providing technical advice, guidance, direction and expertise through the procurement process from development of bid documents to contract delivery.

### **Benefits and Perks**

- Employer paid Group Health, Dental and Life Insurance after three months of employment
- OMERS Pension Plan from the date of hire
- Professional Development and Skill Based Training Opportunities
- Alternate Work Arrangements
- Wellness, Social and Staff Ambassador Committees
- Employee and Family Assistance Plan
- Perks and Savings Partnerships

### **Compensation**

\$86,805 - \$101,550 per annum (compensation is currently under review)

### **Qualifications**

- University degree in Business/Public Administration or related field.
- Professional designation in at least one (1) of the following purchasing designations, Certified Professional Public Buyer (CPPB), Certified Supply Chain Leader (CSCL), or a Certified Public Purchasing Officer (CPPO), or equivalent designation, is required
- National Institute of Government Purchasing (NIGP) Certified Procurement Professional, or equivalent with Ontario Public Buyers Association (OPBA) training preferred.
- Minimum of five (5) years of Municipal or Public sector experience in a purchasing capacity. Although municipal/public sector experience is preferred, equivalent experience in the private sector may be considered.

- Certificate in Public Procurement Law and Practice and Advanced Procurement Law and Practice or equivalent certificates are an asset.
- Thorough knowledge of purchasing practices and procedures including those outlined in the Municipal Act.

## **Responsibilities**

### General Purchasing

- Lead corporate procurement planning in support of the Municipality's strategic plan. Provide leadership, consultation, support and interpretation of procurement related issues and activities to internal and external stakeholders.
- Responsible for the Municipality's Purchasing By-law and accompanying procedures, templates and guidelines. Is the key interpreter of such, and responsible for the periodic review and update of same, keeping informed of new procurement knowledge and mindful of the evolving legal and legislative environments, and the best practices in the industry, both public and private sectors. Examples of relevant legislation include the Canadian Free Trade Agreement (CFTA), and Canadian European Trade Agreement (CETA).
- Lead applicable vendor contract negotiations, renewals, extensions, cancellations, etc. Oversee contract disputes, bid disputes and vendor debrief processes and procedures.
- Lead and implement continuous improvement initiatives and risk mitigation measures related to purchasing through ongoing research of emerging best practice trends, legal rulings, legislation amendments and procurement case law.
- Provide training, support and guidance to internal and external stakeholders to achieve adherence with Purchasing By-Law and promote industry best practices.
- Consult with legal, procurement associations, buying groups, Northumberland County procurement staff and other resources as necessary.
- Lead the creation, development, maintenance, and monitoring of a variety of procurement tools, software, documents, materials, and techniques to facilitate the procurement process from conception to contract close-out.
- Analyze and perform a strategic review of purchases to identify trends and opportunities to proactively achieve improved value through the procurement process. Investigate and participate in public procurement groups and Provincial contract buying opportunities.
- Attend mandatory and non-mandatory site meetings throughout the procurement process as required.

### General

- Prepare Council reports and presentations as required.
- Provide professional customer service internally and externally and respond to customer inquiries/complaints in a timely manner.
- Engage in continuous learning to remain current with evolving best practices and standards.
- Prepare all required documents for annual requirements, including but not limited to the external audit, for areas of responsibility and respond to any inquiries.
- Support continuous improvement, including recommending updates to policy and procedures to incorporate lean processes with adequate controls.
- Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Manager, Finance or designate.

## **Skills and Abilities**

- Intermediate computer skills including Accounting/Financial software (i.e. Great Plains Dynamics), Procurement software and Microsoft Suite.
- Verbal communication skills including courtesy, tact, explanation, persuasion and negotiation.
- Ability to think and interact effectively, strategically, tactfully and courteously with all levels of staff and contacts, in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers and external alliances/partnerships; to align departmental programs/services with corporate goals and objectives.
- Conflict resolution skills.
- Interpersonal skills; demonstrated customer service skills.
- Organizational and time management skills.
- Analytical skills; detail oriented.

## **Other**

- Valid and satisfactory Criminal Record and Judicial Matters Check.
- Office environment.
- Time sensitive deadlines.
- Availability to attend evening and/or weekend meetings or other events as required.

## **Submit an Application**

Please submit your cover letter and resume online at [Careers - Municipality of Port Hope](#) by Friday May 1, 2026. Interviews may be scheduled in advance of the closing date. This position is currently vacant.