

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT **(PROCUREMENT DIVISION –LOCATION – 28 JAMES ST. N.)**

SENIOR POLICY ADVISOR - PROCUREMENT

OVERVIEW

Reporting to the Manager, Procurement Policy & Contracts, provides strategic procurement direction in response to the multi-function needs of the Corporation. Assists in the development of procurement related policy recommendations and contributes to the identification of long-range procurement strategies in the delivery of procurement services to meet the goals and objectives of the Corporate Strategy. Reviews and assesses all new/changes in Provincial and Federal legislation which has an impact on the City and the procurement of Goods and Services.

Assists in the development of procurement related policies and long-range strategies and assists in the development of long term procurement strategies and business plans that correspond with the Procurement's Strategic Plan

RESPONSIBILITIES

You will be responsible for the delivery of professional and sound, strategic policy advice to meet the growing needs of Council, senior management, staff, the public, residents and businesses of the City of Hamilton.

The Senior Policy Advisor – Procurement is accountable for ensuring sound policy recommendations and the development and implementation of policies, procedures and processes that contribute to the identification of long range procurement strategies in accordance with legislation, Provincial and Federal guidelines and Trade Agreements in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

GENERAL DUTIES

Provides senior level procurement policy and project management support to the Division to enable informed decision making on corporate direction and to provide context for planning and resource deployment.

Creates and implements procurement strategies, policies and procedures in order to improve the effectiveness and efficiencies of the Division and corporation to ensure service quality and legislative compliance and meet mandated goals and objectives.

Attends and actively participates in the Procurement Advisory Committee.

Responsible for creating training materials and determines appropriate method of training.

Assists in the development and establishment of strategic directions for the successful management and delivery of procurement policy initiatives impacting municipal service delivery and budget implications.

Oversees continuous service level improvement initiatives by developing KPIs, metrics and standards for the Division.

Oversees reporting of KPIs and information to the Federal government with respect to compliance with the Trade Agreements

Leads the implementation of any new or revisions to procurement related templated documents.

Assists with the administration of the City's Fair Wage Policy. Works with the Procurement Analyst to resolve any significant issues regarding complaints and their resolution. Prepares annual report to Committee and Council on complaints and investigations.

Is the subject matter expert pertaining to procurement trade agreements. Acts as an advisor to procurement staff and City client groups on the adherence to trade agreements and Federal and Provincial legislative changes affecting procurement.

Provides expertise and direction on emerging procurement issues, trends and changes. Investigates new procurement related acquisition methods and practices. Identifies and validates if the City needs to make changes to mitigate any risk with respect to the emerging issues and develop the best strategy for adoption and implementation if necessary.

Develops service level agreements as necessary with internal and external stakeholders.

Undertakes complex, sensitive research and investigations; analyzes complex policy development and delivery issues and risks, including identifying and resolving emerging issues. Determines risks and trends impacting on the successful achievement of key business objectives, procurement policy initiatives and operational program imperatives.

Provides expert and authoritative advice, reasoned recommendations and innovative policy/program options and solutions to highly complex and sensitive issues to senior management and key community stakeholders on the policy and strategic implications of corporate initiatives.

Reviews and assesses all new/changes in Provincial and Federal legislation which has an impact on the City's procurement related policies and the City as a whole. Implements required changes to applicable Procurement policies, procedures and processes.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Interprets policy frameworks and provides authoritative and strategic advice to Senior Management and Council.

Prepares and presents detailed, comprehensive reports and committee submissions on policy and operational/program issues, policy options and adhoc reports and correspondence.

Implements change and programs, to assist the Division, corporation and external stakeholders in adjusting to new policies, processes, and responsibilities as a result of changes made through legislation affecting Procurement.

Attends public meetings and may be asked to present the city's position/actions to the public and outside government bodies.

Participates on cross departmental teams, and regularly acts as corporate advocate, in discussions on current budget policy issues.

Responds to issues and queries raised by Council, corporate management and the public.

Provides benefit/cost analysis on Procurement initiatives as required and develops recommendations for consideration.

Leads the oversight and regular review of procurement spend analysis and reports including adherence to City policies and identifying any violation of the Procurement Policy.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant management training and sound business administration experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics or an equivalent combination of education and related work experience.
2. Purchasing certification in Public Purchasing as a CPPB (Certified Professional Public Buyer) or CPPO (Certified Public Procurement Officer) considered an asset.
3. Demonstrated experience interpreting and executing complex legal agreements. Strong attention to detail and high level of accuracy.
4. Extensive project management experience with knowledge and ability to apply project management principles, theories and methodology. Demonstrated ability to manage multiple projects. Ability to implement and lead continuous improvement initiatives
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Experienced in designing and delivering customer focused policies, programs and services.
7. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Highly developed business planning skills with a proven track record for long-term visioning and big picture thinking.
10. Highly developed research, conceptual and analytical skills demonstrated by the resolution of complex policy issues including the ability to identify and analyze emerging issues and trends.
11. Current and detailed understanding of the policy environment and government operations.
12. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
13. Excellent knowledge of computer software applications, budget systems and emerging trends in ABC/ABM/performance measurement and related systems.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
