

CITY OF HAMILTON

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

SUPERVISOR, PROCUREMENT CONTRACT MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Manager, Procurement Policy & Contracts, the Supervisor, Procurement Contract Management, provides supervision, leadership, guidance, direction and advice to a team of non-union and unionized contract and procurement staff that administer, manage and review the City's Procurement portfolio of contracts. The position is responsible for initiating and implementing appropriate business cases with the objective to improve processes and create efficiencies, outline resources, timeframes, any costs and other related requirements. The Supervisor, Procurement Contract Management provides guidance and direction to the Procurement Section on contractual requirements and provides recommended amendments to the City's Procurement Policy, procedures and templates specific to the contract management program where necessary.

Is accountable and responsible for the Section's contract management module, including ensuring continuity of corporate contracts, maintenance of appropriate vendor contractual documentation, data management and reporting of data on vendor contracts and performance, spend analysis and policy compliance.

GENERAL DUTIES

Provides leadership, technical advice and direction to procurement contract staff. Monitors and reports on the continuity of City contracts, all vendor contractual documentation and data to support effective and efficient contract management. Ensures contracts and vendor documentation remain in good standing.

Provides direction, daily supervision, scheduling and day to day management of staff. Conducts staff performance reviews, regular coaching, mentoring, skills development and disciplinary actions.

Leads the hiring process and conducts interviews, prepares candidate exams and actively participates in selection process.

Oversees corporate change and/or assignments on active City procurement contracts with vendors. Identifies contracts affected, ensures applicable City staff are aware and assigns to Procurement contract staff to administer. Works closely with Legal staff to complete vendor corporate changes or assignments.

Is accountable and responsible for the data integrity and reporting of data management and measurement specific to the Procurement contract management program. Provides regular status updates and prompt resolution of issues.

Assists in the implementation of changes to the Procurement Policy.

Is responsible for reviewing and recommending improvements to procurement procedures and guidelines related to the contract management program. Provides information to departments on procurement contract management objectives, policies and procedures.

Assists in the investigation of sensitive procurement matters, which may include conflict of interests, whistleblower complaints and possible fraudulent procurement activity.

Assists with the implementation of any new or revisions to procurement contract management related templated documents or procedures.

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

Participates as a department representative on corporate committees/teams as required.

Prepares Memoranda, Committee Reports and management presentations for Committee and Council as required.

Implements strategies to improve operational efficiency and effectiveness. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Acts on behalf of Manager in his/her absence as required.

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. Proven experience in public sector Procurement, contract management, and strong working knowledge of procurement practices and effective vendor management normally acquired through a Degree in Business, with related progressive experience or equivalent combination of education and relevant work experience.
2. Supervisory experience preferably in a predominately unionized environment. Strong leadership skills with demonstrated ability to lead, motivate, coach and coordinate/manage staff in a results-oriented environment.
3. Demonstrated experience interpreting and executing complex legal agreements. Strong attention to detail and high level of accuracy.
4. Purchasing certification in Public Purchasing as a CPPB (Certified Professional Public Buyer) or CPPO (Certified Public Procurement Officer) considered an asset.
5. Demonstrated strong analytical skills, effective decision -making and excellent negotiation skills.
6. Strong working knowledge of process and performance measures and methodologies.
7. Demonstrated experience in managing internal and external business partnerships and client relationships.
8. Thorough knowledge of procurement related legislation, by-laws and regulations governing municipal Procurement. Must keep up to date with current industry best practices and standards.
9. Excellent interpersonal skills and the ability to deal diplomatically and professional with all levels of management, staff, elected officials and the public.
10. Proven record of analytical skills and proficiency in the use of computerized purchasing programs and advanced spreadsheets. Proficiency and working knowledge in Word, Excel, Microsoft Outlook and database software programs.

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