

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: DIRECTOR, PURCHASING
DEPARTMENT: CORPORATE SUPPORT SERVICES
POSTING NUMBER: 104730
NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35 hour workweek

LOCATION: The City of Brampton has implemented a gradual reintegration of staff into the workplace. Beginning on April 4, 2022, onsite work location of two (2) days a week will commence. Beginning on July 4, 2022, this will increase to three (3) days a week. There will be continued opportunities for hybrid work from September 2022 onwards, and we'll continue to evaluate to determine which hybrid model works best. Once working onsite, you will report to the location of City Hall - West Tower.

SALARY GRADE: 10

HIRING SALARY RANGE: \$151,487.00 - \$170,423.00 per annum

MAXIMUM OF SALARY RANGE: \$189,359.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: April 19, 2022

CLOSING DATE: May 22, 2022

AREA OF RESPONSIBILITY:

Reporting directly to the Commissioner, Corporate Support Services, the Director, Purchasing is the City's most senior procurement professional. This position will be responsible for building the Purchasing team into a strategic sourcing operation that provides outcome-based, effective and efficient services to acquire goods and services for the City.

This position is responsible for building strong relationships with senior leaders across the City and to become a trusted advisor regarding their business requirements. This position will contribute in a meaningful and business-oriented manner to many of the City's most important projects. This position will enable the City to fulfill both its legal and stewardship obligations, while doing business in the marketplace.

STRATEGIC VISION

- Develop, lead and execute complex cross-functional procurement strategies which drive improvements and optimization throughout the organization.

- Advancing a Sustainable Procurement Program that embodies a culture of innovation, efficiency, and sustainable leadership.
- Build the Purchasing team into a strategic sourcing operation that provides outcome-based, effective and efficient services to acquire goods and services for the City.
- Oversee operational excellence and integrity by establishing goals and objectives to promote optimum effectiveness and ensure implementation of appropriate policies and practices that meet the Service Plan goals and objectives.

TEAM LEADERSHIP

- Lead and be accountable for the Purchasing team in its day-to-day activities.
- Lead, motivate and retain a team of high performing employees that is capable of delivering results.
- Coach, mentor and initiate training of staff to guide their professional development and succession planning.
- Lead the implementation of opportunities to increase the productivity of the Purchasing team, reduce risk to the City, and improve project outcomes and increase quality of service to client departments.
- Lead strategic change to meet organizational goals, particularly in aspects related to decision making and generating consensus.

EXECUTION

- Be accountable and responsible for the stewardship of the City's procurement policy and procedures, as well as identification and implementation of improvements
- Oversee the supplier selection and negotiation process with a view to achieving total cost, service and quality improvements on an on-going basis.
- Measure and track performance; lead the development and delivery of analytics to support effective target-setting, cost management; savings and procurement strategies.
- Manage conflicting priorities to deliver the highest value initiatives that support key objectives while respecting organizational capacity.
- Identify and define sourcing best-practices; partner with key stakeholders to ensure adoption
- Develop the annual expense budget for the division and achieve management targets.
- Complies with all Health & Safety regulations and policies.

CUSTOMER SERVICE

- Provide qualified strategic and tactical procurement advice to staff, departmental clients and other stakeholders.
- Liaise and interact with government agencies, public and private sector organizations, departments and Council to exchange information and acquire knowledge.
- Deliver quality procurement services in a timely and cost effective manner.

RELATIONSHIP MANAGEMENT

- Build effective working relationships at all levels, particularly with senior leaders in client departments across the City, ensuring the highest possible level of client satisfaction and being established as a trusted advisor.
- Build and foster strong working relationships and collaborative arrangements with internal and external customers, stakeholders, business and community leaders, sponsors, public and the media

COMMUNICATION

- Ability to interact with internal and external key stakeholders, community groups, government agencies, public and private sector organizations
- Attend Council, Committee and Senior Management Team meetings to represent the division, provide expert advice and recommendations to influence decision-making that have positive outcomes.
- Liaise with departments to develop specifications which facilitate acquisition of high quality goods and services from reliable vendors at reasonable prices.
- Present findings and recommendations in a compelling way at the senior level.

- Review and approve business proposals, reports prepared by staff for presentations to senior management, Council, stakeholders and recommend changes as required to influence effective decision-making.
- Provide professional consultation, including reports to Council and Committees.

CORPORATE CONTRIBUTION

- Maintain an awareness of developments within the disciplines of the division to develop short and long-term plans and recommend innovative strategies for growth and expansion.
- Ensure purchasing compliance with provincial and federal statutes and regulations and municipal by-laws and policies.

BUDGET ACCOUNTABILITY

- Direct and control the division's budget, ensuring approvals and spending are consistent with operating objectives to ensure budget compliance.
- Ensure that all financial and procedural requirements are carried out in accordance with corporate financial policies.
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

TEAMWORK AND COOPERATION

- Ability to foster engagement, debate and discuss building of consensus to achieve Service Plan goals and objectives.
- Ability to work collaboratively within a team environment to achieve Service Plan goals and objectives while respecting diverse cultural backgrounds and perspectives.
- Demonstrate success developing and implementing multi-faceted Service Plans for diverse stakeholders with wide-ranging impacts.
- Promote teamwork and integration between sections within the division and with other stakeholders participating in cross-function program initiatives.
- Demonstrate corporate values at all times.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree in Business Administration, Law or another relevant discipline
- Completion of a CPA designation (CA, CMA, CGA) or Master's Degree in a relevant discipline is an asset
- Professional designation from a recognized purchasing association - Certified Supply Chain Management Professional (CSCMP) or Certified Public Procurement Officer (CPPO) or Certified Professional Purchaser (CPP)

REQUIRED EXPERIENCE:

- 7-10 years progressive Purchasing experience; preferably in Municipal environment
- 5-7 years leadership experience; Ability to lead, influence, direct and motivate staff
- Senior management experience in a large highly diversified public or private sector

OTHER SKILLS AND ASSETS:

- Knowledge of construction law, related legislation
- Experience in tendering practices and public procurement
- Experience leading strategic change to meet organizational goals
- Strong diplomatic, facilitation, influencing, collaborative and consensus-building skills
- Experience contributing in a significant capacity to complex, solution oriented projects
- Expert knowledge of Municipal, Regional, Provincial and Federal Governments, applicable Legislations and awareness of current social, economic and political priorities

- Ability to interact with internal and external key stakeholders, community groups, government agencies, public and private sector organizations
- Ability to work with suppliers and manage supplier relationships
- Strong negotiation skills
- Experience developing policies and procedures and ensuring compliance
- Ability to prioritize highly complex tasks with critical deadlines
- Highly-developed Analytical skills for complex problem solving; Fiscal and Financial acumen
- Computer proficiency in Microsoft Office/SharePoint
- Experience working with a large corporate Enterprise Financial System

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process will be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting reference **#104730 by May 22, 2022** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.