



**Supply
Ontario**

Supply Ontario is a new provincial agency with an ambitious mandate to transform and modernize the province's public sector supply chain management system.

Supply Ontario's vision is to build world-class capability that harnesses Ontario's buying power to enable economic development, province-wide resilience and value for Ontarians. We are currently establishing our initial operations, building our foundational infrastructure and planning for how the agency can best provide services. To learn more about Supply Ontario, please visit www.supplyontario.ca.

Procurement Policy Analyst

In this role, you will use your expertise in procurement principles to advise Supply Ontario management and staff regarding all matter relating to internal and corporate procurement. Reporting to the Corporate Procurement Lead, you will be responsible for the development and implementation of the internal and corporate procurement plans, programs and services and interpret policies, procedures, and related procurement directives.

In this key role, your responsibilities will include:

- Consulting with Supply Ontario's managers to gain an understanding of procurement initiatives, help translate them into strategies and plans, in line with directives and scheduling requirements, being respectful of risk and value for money.
- Providing advice on the competitive tender process, ensuring RFXs adhere to procurement rules, legal requirements and provides for fair and transparent access to vendors.
- Maintaining accountability to ensure procurements are executed as per contract requirements and client expectations, including change orders and specific contract obligations.
- Leading the development of automated tools to streamline the internal procurement process, in addition to developing and revising policies, procedures and guidelines.
- Providing ongoing presentations and training to senior management, staff and customers to ensure continuous learning and reenforcing the critical role of fair and transparent procurement practices.

Successful candidates will demonstrate the following:

- Degree in Business Administration, Supply Chain Management or combination of a related degree or relevant experience; professional designation (SCMP) is preferred.
- Demonstrated experience (minimum 6 years) specific to procurement practices and sourcing within the public or broader public sector.
- In-depth knowledge of the full procurement life cycle for goods and services and government procurement legislation.
- In depth knowledge of contract management principles and risk analysis methods to confidently provide advice to senior management.
- Strong negotiation, analytical, project management and relationship management skills.

Supply Ontario offers a competitive compensation package including benefits and defined benefit pension plan.

HOW TO APPLY: To apply, please click on the following link: [APPLY NOW](#) by **March 11, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Margaret Murphy at 416-237-1500 x.234 or margaret.murphy@hrassociates.ca.

Supply Ontario is an inclusive employer who respects equity, inclusion, diversity and anti-racism. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.