
Non-Union

Job Title: Procurement Analyst**Job Opening Id:** 40852**# Required:** 1**Business Unit:** Corporate Services**Division:** Procurement & Strategic Acquisitions**Location:** Headquarters Campbell West**Standard Hours:** 35.00 / week**Full/Part Time:** Full-Time**Regular/Temporary:** Regular**Salary Grade:** 5**Salary Range:** \$ 74,780.00 - \$ 87,980.00**Post Date:** 2024-11-25**Close Date:** 2024-12-08

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

Job Summary

Reporting to the Director Procurement and Strategic Acquisitions or the Procurement Manager, the Procurement Analyst is responsible for developing and implementing strategies that result in best-in-class procurement practices and supplier relationships, investigating and recommending opportunities to apply sourcing and procurement methodologies to leverage annual purchase volume and rationalize supplier base to ensure benefits/savings to the Region.

Education

- Post-secondary degree in Management, Business, Economics, Accounting, or Finance or other related field.
- MBA or advanced degree in a similar field of study is preferred.

Knowledge

- 3 years of experience in a senior role in procurement, cooperative purchasing and related functions, such as strategic sourcing, spend analysis, supply chain optimization, process re-engineering.
- Previous work experience in procurement or purchasing role within a medium to large organization of complex diverse nature or municipal employer is preferred.
- Previous working experience with an integrated Enterprise Resource Planning System, (e.g. PeopleSoft) is preferred.
- Purchasing certification (i.e. CPPB, CPSM, CPPO, and CSCMP).
- Working knowledge of procurement policies, procedures, processes and tools, preferably for the public sector.

Responsibilities

Develops and implements strategies to optimize procurement practices (40% of time)

- Monitors current developments, trends and best practices in procurement processes, procedures and tools, which enhance procurement opportunities and continuous improvement.
- Assesses new and existing local and provincial legislation, policies and programs to determine their impact on existing, or planned strategies and policies and make recommendations on course of action.
- Leads short and long-term operational/strategic business activities by developing, enhancing and maintaining operational information and business models.

- Leads strategic procurement initiatives, preparing project plans, researching best practices and trends, developing (individually or as part of team) prototype practices/procedures, obtaining input and feedback from key interested parties, securing necessary approvals, and implementing plans.
- Leads procurement team to resolve procurement challenges, implement process improvements and assist in execution of the Region's procurement strategy.
- Develops and maintains a comprehensive procurement resource center (self-service) on internal, external web-portals and Enterprise Resource Planning system (ERP).

Facilitates and leads the documentation, standardization, optimization, and design of key processes, systems and tools (template/forms), which support the procurement process for the purchase of good and services and disposal of surplus assets. (30% of time)

- Establishes and maintains standardized procedures, processes, systems, and tools, which support the procurement activities, ensuring compliance with approved by-laws, policies, and procedures and making recommendations to resolve gaps within the process.
- Provides analysis, input and recommendations to management to enhance efficiency and effectiveness of procurement processes, leading process improvement initiatives.
- Updates policies and procedures, ensuring effective and efficient processes are in place for procurement with consideration of the corporate need.
- Provides Procurement Manager support as required with items such as formal document review, RFP evaluation and vendor debrief meetings.

Develops and implements user-specific training programs, tools and resources. (15% of time)

- Conducts needs assessments, develops designs and program content/materials.
- Liaises with ERP Education and Communication Advisor to deliver training programs to enhance procurement capability across the Region and to its shared services clients
- Works with the procurement leadership team to develop procedures, processes, tools and enhancement to software to be implemented in order to assist the Procurement division.
- Recommends additional training opportunities to the training coordinator/managers.
- Acts as the single point of contact for a diverse group of users within and external to the Division, providing ongoing training and support.

Builds relationships with internal and external interested parties. (15% of time)

- Partners with all internal/external interested parties to identify sourcing needs, conduct buyer/market profiles, share marketplace trends, develop sourcing strategies, share best practices and define acceptable service levels.
- Establishes networks within the organization to provide feedback for continuous improvements initiatives, effective communication and development and transfer of skills and expertise.
- Consults with key interested parties to identify issues, develop options, and select and implement appropriate solutions.
- Develops strong working relationships with key staff members

Perform other related duties and responsibilities as assigned or required.

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a successful Canadian Police Clearance Certificate.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening #40852 (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **December 8, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.