



Manager of Purchasing and Risk

WATERHOUSE
EXECUTIVE SEARCH

Centre Wellington, is an established township in south-central Ontario. Centre Wellington is currently home to over 28,000 residents with an expectation to significantly grow over the next 10 years. While the broader area is agricultural, Centre Wellington is also an established tourism destination and includes picturesque heritage communities. In addition, Centre Wellington has an established and growing industrial park catering to a range of businesses and industries making it an exceptional community to call home.

Centre Wellington, which includes the communities of Elora and Fergus, is also known for its world class arts community, picturesque heritage towns, stunning scenery, and a thriving sports and cultural scene catering to every age and taste including a wide-range of restaurants and eateries, farmers' markets, and culinary artisans. The charming downtowns offer one-of-a-kind shopping experiences, walking tours and art exhibits, and a number of historic inns. All this amid rolling hills, dramatic cliffs, and majestic waters.

With a combined operational and capital budget of over \$40M, Centre Wellington is committed to meeting the needs of our residents and business community by delivering efficient and effective services.

In support of this, Council recently created a strategic plan as a basis for decision making and growth. The vision is continuing to ensure that Centre Wellington is a welcoming, healthy, prosperous community that is culturally rich and naturally innovative. While the strategic plan is aligned to Council term priorities, it is based on a number of sound principles that include: Good government, healthy growth, active & caring community, strong local economy, safe & well-maintained roads and infrastructure, and good financial management.

If you enjoy a rural lifestyle in a growing community this is a unique opportunity to experience. Benefits of working with Centre Wellington include:

- **Location** – our head office is located in Elora, Ontario and is within close proximity to a range of communities including the Kitchener, Waterloo, and Guelph.
- **Compensation and Benefits** - a very competitive salary and benefit package including a defined benefits pension plan through www.omers.ca.
- **Lower cost of housing** – Centre Wellington provides many opportunities for an affordable lifestyle. The choices range from more developed urban areas including picturesque heritage towns, to rural properties. The most important point to note is that prices are significantly less than Greater Toronto area prices.
- **Healthcare** – a number of quality hospitals are located within the surrounding communities.
- **Education** – many local and nearby opportunities for education at all levels.

YOUR OPPORTUNITY TO MAKE A DIFFERENCE

As a result of significant growth, the Township has created a new role for a **Manager of Purchasing & Risk Management**. In this key role you will report to the Managing Director of Corporate Services and Treasurer and provide leadership and direction to the centralized Procurement function of the Township as well as all Risk Management activities. This position ensures Township compliance with all procurement related legislation as well as all internal procurement policies and procedures. From a Risk Management perspective, this position's goal is to minimize Township exposure and safeguard the Township's interests.

Key accountabilities include:

Procurement Management

- Manage the procurement of goods and services for the Township, both operating and capital in nature, as per the Council approved Purchasing By-law as well as various related procedures.
- Manage all bidding processes where the Purchasing & Risk Division is responsible for administering the

process, ensuring an open, fair, and transparent process.

- Prepares procurement policies and procedures, including revisions to existing policies and procedures, under the direction of the Managing Director of Corporate Services & Treasurer.
- Manages Township procurement related contracts and provides support to departments in the preparation of these contracts.

Risk Management

- Act as the lead Township contact with insurance providers, brokers, and adjusters, as well as with legal counsel, and claimants from a risk management perspective.
- Prepares risk management related policies and procedures, including revisions to existing policies and procedures, under the direction of the Managing Director of Corporate Services & Treasurer.
- Acquire and maintain comprehensive Township insurance annually. Make recommendations to the Managing Director of Corporate Services & Treasurer regarding coverage levels, deductibles, and related premiums.
- Manages the administration and maintenance of the Township's property, facility, and equipment inventories for insurance purposes.

Other Key Accountabilities

- Prepare the Purchasing & Risk Division's operating budget and the Township's overall insurance budget annually.
- Prepares and presents written and oral reports to Township staff, Advisory Committees, Committee of the Whole and Council, as required.
- Provides support to the Finance Division with respect to the maintenance of asset data within the Township's asset management software.
- Direct supervision of a small team, including workload management, setting goals and objectives, mentoring, and the completion of the annual performance evaluation process.
- Represents the Township at various Procurement and Risk Management organizations, groups, associations, and events.

IDEAL QUALIFICATIONS

- **Education and Certifications:** Successful completion of a University Degree in Business Administration, Public Administration, Economics, Finance or a related field or equivalent approved combination of education or experience; successful completion of relevant Procurement Certification.
- **Procurement Experience:** Five (5) years' progressive experience and a proven track record in all facets of procurement and supply chain management. Ideal experience will include at least three (3) years experience in public sector contract management.
- **Risk Management and Corporate Insurance:** Prior experience in leading Risk Management and/or Corporate Insurance administration programs is a decided asset.
- **Planning, Negotiation and Contract Management:** Experience planning, negotiating, and managing contracts.
- **Critical Thinking:** Proven ability to provide expert advice, input and negotiation as it relates to the development and execution of procurement strategies and processes; acts as a subject matter expert to program leaders and staff in the interpretation of the municipality's directives and policies.

- **People Leadership:** Experience and ability to provide exceptional leadership to staff, including mentoring and coaching coupled with the ability to be proactive and build enthusiastic, high performing staff teams.
- **Stakeholder Engagement and Relationship Management:** Progressive experience managing and planning in an environment involving multiple clients, vendors, relationships, stakeholders and specialized procurement, risk, and insurance needs.
- **Customer Service Excellence:** Skilled at ensuring that the business needs of the municipality are met through ongoing review of services, prioritization of work and working with leadership in business planning and business process improvements.
- **Project Management:** Skilled in managing multiple projects and delivering measurable results.
- **Policy and Legislation:** Knowledge of the public sector procurement frameworks and principles of accountability, fairness, value-for-money.
- **Technology:** Proficient in the use of ERP systems and a variety of computer applications, including Word, Excel, Power Point, and other Microsoft Office tools.
- **Communication and Interpersonal:** Excellent oral and written communication, interpersonal and presentation skills, to manage working relationships, interact with all levels of management/staff and to provide subject matter expertise including business cases involving technical information.

How to Apply

To explore this opportunity please apply via email by **September 23rd or sooner to careers@waterhousesearch.ca** quoting project **CW-MPR**. Note that this is an urgent requirement and qualified candidates may be considered in advance of the closing date.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.