

### LEAD, CORPORATE SERVICES

#### Salary Band 6

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#### GENERAL

The Lead, Corporate Services has an eclectic portfolio and is responsible for: the procurement function, including contract administration; outsourced Information Technology; intellectual property management; FOIPPA; climate change (“green”) initiatives; and office management. The position is expected to develop positive and effective working relationships with internal ITA customers and other external stakeholders.

#### NATURE OF WORK:

The position works in the Finance & Corporate Services team and reports to the Executive Lead, Finance and Corporate Services.

The position has one direct report (Coordinator, Contracts)

#### RESPONSIBILITIES/ACCOUNTABILITIES

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- Procurement and contract management, including:
  - Review and make recommendations on changes to the procurement policy and procedures ensuring that organizational, legal, and legislative requirements are met and adhered to at all times.
  - Manage the procurement and contract development and issuance processes for the ITA (including information sharing, copyright/licensing and confidentiality agreements).
  - Develop and maintain specific procurement and contract templates ensuring that relevant and applicable policy and legal requirements are reflected in all documents.
  - Provide and interpret procurement or contract reports on a periodic basis as required.
  - Liaise and coordinate closely with leads on new program initiatives that require procurement and or contract support to determine and agree on requirements and the allocation of responsibilities and shared accountabilities
  - Act as the escalated contact for all contract related issues to both internal and external stakeholders.
  - potentially expand procurement services to providing a shared service to ITOs
- Provides FOIPPA oversight and authorizes release of information to third parties
- Responsible for IT support through management of outside consultant
- Provides office management, including:
  - Manage government compliance with ITA’s corporate hard copy and electronic filing systems
- Manages initiatives on climate change (dictated by the government and initiated by the ITA)
- Develops and maintains a business interruption plan (e.g. fire in Customer Service)
- Manages special projects (e.g. office relocation)

**EDUCATION/EXPERIENCE**

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- A post-secondary qualification in procurement is preferred.
- 10 years experience at a management level in procurement and contract administration is necessary. Direct involvement in inviting bids and preparing procurement documents is required.
- Knowledge and an in-depth understanding of the nature of contracts and contract management as well as knowledge of legislative requirements and regulations, and current issues, trends, and practices relating to procurement and contract management in a public system.
- Previous experience with copyright, licensing, information sharing and FOIPPA
- Strong competencies are required in the following areas:
  - Procurement acumen
  - Knowledge of FOIPPA, copyright and licensing laws
  - Sound judgement
  - Coaching and mentoring staff
  - Business partnership
  - Communication
  - Planning and organizing
  - Relationship building
  - Facilitating
  - Customer service orientation
- A combination of education and/or sufficient experience is necessary to perform all aspects of the position successfully.

**How to Apply**

If this position is one you are interested in exploring, by June 15, 2010 please:

- email your resume to: [HumanResources@itabc.ca](mailto:HumanResources@itabc.ca)