



Position Description

PROCUREMENT AND RISK MANAGEMENT SPECIALIST

Position Information

Position Title:	Procurement and Risk Management Specialist
Department:	Department of Financial Services
Reports To:	Director of Financial Services/Treasurer
Hours of Work:	Monday to Friday office hours
Date Completed:	June 2025
Date Revised:	

Reason for Submission

New Position:	Additional resources to support to the Department of Financial Services
Change in Responsibilities:	
Other (specify):	

Position Summary

The Procurement and Risk Management Specialist will be responsible for the Township's procurement and risk management functions, including developing and maintaining purchasing procedures, advising on competitive bid processes, and overseeing bid documentation and contract awards. It also supports insurance administration, processes claims, maintains asset data, and ensures compliance with policies, Health and Safety standards, and the Employee Code of Conduct.

Key Responsibilities

Procurement

- Responsible for the development, maintenance and evaluation of purchasing procedures and tendering processes in conjunction with the Township's Procurement Policy and recommend changes as required.
- Review and maintain the Township's Procurement Policy and provide recommendations for updates when required.
- Provide advice and direction to Directors or their designate in the appropriate competitive bid process for complex procurements such as Expression of Interest (EOI), Request for Proposal (RFP), Request for Quotation (RFQ), Request for Tender (RFT), etc.
- Develop and prepare bid documentation in collaboration with the Director or their designate, issue addendums, facilitate evaluation committee meetings and post results through the bidding software.

- Assist with bid submission analysis and contract award procedures, including notification to unsuccessful bidders.
- Collection of post award documentation. i.e. Certificate of Insurance, Workplace Safety and Insurance Board (WSIB), Sureties and check to ensure validity and compliance to bid document requirements.
- Assist with coordination of the sale of surplus Township assets in compliance with related policies and procedures (GovDeals).

Key Performance Indicators:

- *The Township's Procurement Program and related procedures meet all legislated requirements and keep up to procurement best practices.*
- *Brings forward recommendations to enhance compliance and create efficiencies related to purchasing.*
- *Prepare and process RFPs, RFQs, and tenders in a timely and accurate manner.*
- *Effectively uses electronic procurement tools and platforms to increase transparency and reduce manual processes.*
- *Maintain contract files, monitor renewals and expiry dates, and ensure timely follow-up as required.*
- *Effectively communicate with internal departments and external vendors on procurement projects.*

Risk Management

- Lead the development and ongoing review of risk management policies and procedures, ensuring alignment with organizational needs and best practices, under the direction of the Director of Financial Services.
- Contribute to the effective management of the Township's insurance program by supporting annual reviews and providing informed recommendations regarding coverage levels, deductibles, and premium costs.
- Oversee the timely and accurate processing of insurance claims and incident reports, collaborating with relevant Directors to ensure proper documentation, follow-up, and resolution.
- Ensure the accuracy and completeness of property, facility, and equipment inventories for insurance purposes, maintaining comprehensive records to support risk mitigation and claims processes.
- Support the Finance Department in maintaining accurate and up-to-date asset data within the Township's asset management software to enhance financial planning, reporting, and compliance.
- Comply with Health and Safety standards of the Township and the Employee Code of Conduct.

Key Performance Indicators:

- *Annual insurance documentation by the requested deadline.*
- *Collaborates effectively with departments to ensure claims are accurate, timely, and complete.*

- *Demonstrates proactive communication with insurance providers and internal stakeholders.*

Knowledge, Skills & Experience

Education	<ul style="list-style-type: none"> • Post secondary studies in in business/ public administration, procurement & supply chain management, or a related field. • Certification through the Supply Chain Management Association of Canada, National Institute of Government Purchasing - CPPO (Certified Professional Public Officer) or Certified Professional Public Buyer (CPPB) designation, or the Risk & Insurance Management Society of Canada is considered an asset in this position.
Experience & Knowledge	<ul style="list-style-type: none"> • Minimum three (3) years experience in municipal purchasing procedures, risk management, municipal insurance requirements and procedures. • Working knowledge of contract law, trade agreements, tax legislation, Municipal Act, and risk management as it relates to bidding and contract management. • Experience preparing and issuing RFPs/RFQs, tenders, and purchase orders.
Skills	<ul style="list-style-type: none"> • Strong communication (written and verbal) and interpersonal skills to liaise effectively with staff, vendors and senior management. • Strong understanding of procurement and risk management requirements and legislation. • Ability to meet established deadlines with attention to detail. • Ability to explain complex matters in simple terms. • Ability to prioritize work with the flexibility to respond to changes and urgent demands as needed. • Strong planning skills to support scheduling, procurement timelines, and reporting cycles. • Ability to work well independently and with team counterparts. • Proficiency in the use of personal computer applications such as Excel, Outlook, PowerPoint and Word.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approvals

Approved By: _____ Director of Financial Services	Approved By: _____ Chief Administrative Officer
Date: _____	