



Senior Manager, Procurement and Support Services

Toronto District School Board

Position Profile and Candidate Brief

March/April 2024



3080 Yonge Street, Suite 6060 | Toronto, ON | M4N 3N1 | LESP.ca

Introduction

I am delighted to present this Position Profile for the **Senior Manager, Procurement and Support Services** role prepared on behalf of Toronto District School Board (TDSB).

I trust that this document will provide you with all the necessary background information on TDSB, a position profile, and an outline of the search process we will be leading on behalf of the organization.

Please feel free to contact me if you require any additional information about the position or if you need clarification on any aspect of the search process. Further details about Toronto District School Board are available on the website: <https://www.tdsb.on.ca/>

On behalf of Legacy Partners and TDSB, I would like to thank you for your interest in this position. I can always assure you of my prompt and full attention.

Yours Sincerely,



Kartik Kumar, Partner
Legacy Executive Search Partners
416 271 4397 (mobile)
Kartik.kumar@lesp.ca
www.lesp.ca



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Toronto District School Board Overview



The Toronto District School Board (TDSB) is the largest and one of the most diverse school boards in Canada. TDSB serves approximately 238,000 students in nearly 600 schools throughout Toronto, and more than 100,000 life-long learners in our Adult and Continuing Education programs. It is the largest school board in Canada and one of the largest in North America.

Toronto District School Board has a mission to enable all students to reach high levels of achievement by providing a strong public

education system through partnerships with students, staff and community with a focus on diversity, equity, innovation, accountability and accessibility in order to support student needs and improve learning and well-being. Becoming a part of the TDSB team means joining a talented community of educators and support staff dedicated to enriching the lives of all students and helping them to achieve success.

TDSB is one of the largest and most culturally diverse school boards in Canada, with approximately 246,000 students in 584 schools and approximately 40,000 employees. They offer a dynamic, challenging work environment and unmatched career opportunities for our staff. By strengthening the way staff works together, they build a strong culture of excellence and continuous improvement. This will impact students, parents and stakeholders as it enhances the way they deliver services that support student well-being and learning.

For more information on the Toronto District School Board, visit their website at <https://www.tdsb.on.ca/>.

Twitter: <https://twitter.com/tdsb>

Facebook: <https://www.facebook.com/toronto.dsb/>

TDSB's Multi-Year Strategic Plan Goals

1. Transform Student Learning
2. Create a Culture for Student and Staff Well-Being
3. Provide Equity of Access to Learning Opportunities for All Students
4. Allocate Human and Financial Resources Strategically to Support Student Needs
5. Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

[Read more about TDSB's Multi-Year Strategic Plan here.](#)

About the Purchasing Services Department

The TDSB Purchasing Services serves the public with fair, open, and transparent procurement procedures. We adhere to all procurement laws, Acts, policies, procedures, regulations, Treaties and the Broader Public Sector Procurement Directive.

Purchasing Services strives to be ethical, accountable, and responsible in protecting public funds. Our department's goal is to achieve the best value for money.

The Operations Division of Purchasing Services focuses on school- based purchases such as furniture, books, classroom and office supplies, technology, etc.

The Facilities Division of Purchasing Services focuses on building related procurement such as construction, maintenance, design services, caretaking supplies and equipment, etc.

What We Do:

- Deliver excellent customer service;
- Strategically source products and services;
- Facilitate all Competitive Bid Processes;
- Build strategic and strong supplier relationships;
- Manage and administer contracts;
- Mitigate risk;
- Provide open competitive purchasing opportunities;
- Responsible for the purchase of supplies, materials, services, equipment, construction projects, and disposal of surplus equipment; and
- Work collaboratively with other boards and shared services.

Job Description

Position Summary:

Reporting to the Executive Officer, Finance, the Senior Manager, Administrative Services is:

- Responsible for providing strategic direction and oversight to Purchasing Department
- responsible for providing efficient and effective warehousing, mail, courier and printing services, nutrition services (cafeterias/catering), and student nutrition programs, along with related customer services, to the Toronto District School Board.
- responsible for the direction, expansion and management of the department's operations including the achievement of agreed performance standards and potential related service fee revenues for the School Board.

Summary of Duties:

- Report to, advise and make recommendations to the Executive Officer, Finance regarding strategies and business plans, status reports, contracts and policies and expansion/revenue opportunities;
- Implement and maintain policies and procedures to ensure compliance with applicable provincial and federal laws, regulations and trade agreements within Purchasing Services;
- Provide purchasing and warehousing, mail, courier, printing services, nutrition services, student nutrition programs and the related customer service to the Board community;
- Direct market research, product and service development to investigate the feasibility and viability of new markets, products and services, suppliers and partnerships;
- Oversee the delivery of the department's services, identify and anticipate issues, provide direction to staff to ensure maximum levels of service and cost savings;
- Assure timely and complete communications at all levels, both within the department and externally;
- Act as the 'public relations' officer of the department to promote its services and to attract and retain member customers, secure public goodwill and the confidence of the community;
- Direct a variety of internal and external customer committees to deal with a wide range of issues related to the development of standards, policies, service expectations and supplier relations;
- Attend meetings of Business Council and Budget, Revenue & Financial Reporting intradepartmental meetings;
- Attend trustee committee and Board meetings as required;
- Prepare Board reports as required;
- Direct the implementation and management of the department's services, policies, practices and initiatives through the department's functional managers to ensure their coordinated and consistent delivery;
- Consolidate human resources planning and training and development activities to ensure the organization is staffed and trained to meet its plans and objectives;

- Develop and monitor the consolidated annual budget including the proposed capital expenditure and expected revenue generation to the Executive Officer, Finance for approval;
- Approve release of Purchase Orders and contracts
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Ensure Distribution Centre, Nutrition Services and Printing Departments operate on a cost recovery basis.

The Ideal Candidate

Education: University Degree in Business or related discipline and a professional designation (e.g. CPP/SCMP, CPPO, CPM, CA, CMA, CGA).

Experience: Eight years progressively responsible experience in the management of purchasing, warehousing and logistics in a complex and dynamic customer service delivery environment; Experience with Broader Public Sector procurement is a requirement.

Union Experience: Experience working with local unions and knowledge of labour agreements is a requirement.

Leadership skills: Solid Political Acumen, customer-oriented leadership style, and team management skills.

Change Management and Process Reengineering: Proven change management skills and ability to look at current processes with a fresh set of eyes and identify areas of improvement.

Additional Qualifications:

- Knowledge of business law, public sector contracting and negotiation, finance and accounting, human resources administration, public relations and customer service and information technology;
- Familiarity with purchasing and warehousing operations including inventory management and control and distribution logistics;
- Familiarity with print shop operations, and provision of nutrition services and programs
- Understanding of public relations and the importance of customer service;
- Strong planning and organizational skills; demonstrated skills in motivating and developing management staff and personnel;
- Knowledge of concepts of information technology;
- Effective interpersonal, strategic planning, leadership and management skills;
- Excellent written and oral communication skills including effective presentation skills;
- Ability to ensure customer satisfaction;
- Previous supervisory experience with a proven record of effective leadership;
- Experience managing/supervising in a unionized environment
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Proficient computer skills including databases, spreadsheets, Wordprocessing and presentation software.

The Timeline

I trust this Position Profile has enabled you to decide whether the position of a Senior Manager, Procurement and Support Services at the Toronto District School Board interests you. If you wish to be considered for the position, please forward a cover letter and your resume in PDF format by email to **Kartik Kumar at careers@lesp.ca by April 20th, 2024 @ 11:59 pm.**

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the Toronto District School Board are committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with provincial legislation, accommodations will be provided by Legacy Partners and the organization throughout the recruitment, selection, and/or assessment process, upon request, to applicants with disabilities. If you would like to self-identify during the recruitment process, please fill out [the IISD's Voluntary Self-Identification Questionnaire](#) and submit it with your application.



Legacy Executive Search Partners

3080 Yonge Street
Suite 6060
Toronto, ON
M4N 3N1

careers@lesp.ca
lesp.ca



[Contact Us](#)

