



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Shared Services Consultant

<b>Job ID</b>	<b>88-D0-33-B3-DE-4E</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=88-D0-33-B3-DE-4E">https://careers.indigenous.link/viewjob?jobname=88-D0-33-B3-DE-4E</a>	
<b>Company</b>	Toronto Transit Commission	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2020-07-30	To: 2020-08-06
<b>Job</b>	Type: Full-time	Category: Transportation
<b>Languages</b>	English	

### Description

Requisition ID: 2624  
Number of Vacancies: 1.00  
Department: CEO's Office (20000050) - Chief Executive Officer's Office & Staff (30000080)  
Salary Information: \$83,246.80 - \$104,067.60  
Pay Scale Group: 9SA  
Employment Type: Regular  
Weekly Hours: 35, Off Days: Saturday, Sunday  
Posted On: July 24, 2020  
Last Day to Apply: August 3, 2020  
Reports to: Director, Shared Services

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

#### General Accountability

Reporting to the Director of Shared Services, the position is responsible to support the Director in the development of business opportunity reviews supporting the shared services portfolio. This role will also work with internal and external stakeholders in order to measure and document the value to be added to the organization as a result of various solutions. Shared services support will include the identification of opportunities to partner with internal and external partners, both public and private, to leverage economies of scale and find efficiency and/ or enhanced quality. This role will support the Director and work with stakeholders, both internal and external, to explore how to leverage partnerships, and develop a consistent evaluation framework in order to prioritize such opportunities.

#### Key Job Functions

- Support for tracking and identifying shared services initiatives already implemented at the TTC, and determining the most appropriate way to measure the value such measures have brought.
- Supports the Director in implementing a framework through which future opportunities will be assessed, for the identification of future opportunities and the prioritization of these in working with business partners and stakeholders.
- Analyzes and reports on the value determined through internal frameworks against any previously identified projections in reports.
- Meets with internal and external stakeholders to identify future oriented opportunities for shared services including stakeholders such as (but not limited to) the City of Toronto and agencies, as well as private industry.
- Applies the evaluation framework to assess identified priorities and makes recommendations about prioritization of implementation through the evaluation and stakeholder consultation, as well as feasibility analysis.
- Works with stakeholders to develop detailed work and implementation plans in order to execute on evaluated priorities;
- Identifies the need for potential contract resources and the development of contract scope and tenders that are required.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.
- Participates in the TTC Customer Service Ambassador Program.

#### Skills

- Demonstrate specialized expertise and knowledge in the assigned field
- Plan and organize activities / projects to meet section and organizational goals
- Manage projects
- Apply analytical skills
- Apply the principles and practices of quality assurance

#### Education and Experience

Completion of a post-secondary college diploma or university degree in a related discipline or a combination of education, training and experience deemed to be equivalent.

#### Additional Requirements

- Strong business acumen and comprehensive knowledge of relevant policies and government legislation / regulations, and issues/initiatives

related to areas of responsibility;

• Strong consultative skills;

• Demonstrated experience problem solving and working creatively through unique projects and innovative solutions;

• Sound judgment, and excellent project and change management skills;

• Proven planning, organizational and administrative skills;

• Well-developed analytical, problem solving and interpersonal skills;

• Strong facilitation and communications skills;

• Demonstrated ability to establish priorities and co-ordinate the activities of others through effective delegation and management is essential;

• Experience in working with data, metrics;

• Working knowledge of a PC and associated Microsoft applications.

#### **How to Apply**

To find out more about the TTC and to apply online, by August 3, 2020, please visit [www.ttc.ca/jobs](http://www.ttc.ca/jobs), click on "current employment opportunities" and enter Requisition ID 2624 in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC's Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC employee.