

<b>File #:</b>	<b>2019-100-1204</b>
<b>Position:</b>	<b>Strategic Sourcing Specialist</b> – Permanent Full Time (1)
<b>Department:</b>	Strategic Sourcing – Surgical
<b>Location:</b>	Burlington, Ontario (some travel will be required – GTA)
<b>Posted:</b>	<b>December 4, 2019</b>
<b>Deadline:</b>	<b>December 11, 2019</b>

Trillium Health Partners (formally known as The Credit Valley Hospital and Trillium Health Centre), Halton Healthcare Services, and William Osler Health System own and operate Shared Services West (SSW). Since 2001, SSW's mandate has been to leverage co-ordinated sourcing to provide best value, improve quality of service, and ultimately, to facilitate the reallocation of resources to direct patient care. In 2009, SSW took on all sourcing, logistics and purchasing for the three hospital groups. Since then, SSW signed on eight new hospital customers.

The three pillars of SSW's new strategic plan are building **brand** and reputation, enhancing **integration** and **growing** smartly. The Plan includes strengthening SSW's profile in the industry, an enhanced leadership role, expansion of processes, data management and analytical capability, as well as expanding both the scope and extent of SSW's services to an increased customer base.

#### **JOB SUMMARY**

The Strategic Sourcing Specialist (SSS) reports to the Strategic Sourcing Manager, and is responsible for leading complex and high-profile sourcing initiatives in a clinically sensitive portfolio to assist our clients in managing the overall value to their business. The SSS manages and leads the RFX processes for approved equipment, supplies and services impacting multiple clinical and non-clinical stakeholders. The SSS capitalizes on regional volumes to maximize value, and fosters strong working relationships with internal customers and vendors.

#### **PRIMARY RESPONSIBILITIES**

The primary duties and responsibilities are multi-faceted and include, but are not limited to:

##### **Procurement**

- Lead regional hospital teams through the RFX process, from start to contract execution
- Liaison with affiliates representing SSW region members and customers on affiliation or provincial projects to achieve better outcomes and greater value
- Work with SSW affiliates to utilize standardized, effective and scalable processes to bring additional value to supply chain services available to health care providers
- Facilitate outcome/value based solutions with affiliates, vendors and suppliers, a direct impact on value and patient care
- Negotiate, execute, and manage contracts
- Analyze market opportunities and vendor qualifications
- Facilitate vendor performance reviews, in conjunction with hospital teams
- Arrange equipment trials, site visits, and presentations, based on qualification criteria
- Facilitate equipment, product and service issue resolution with hospital teams and vendors, as required
- Facilitate and lead meetings and presentations with senior hospital and vendor leadership

##### **Compliance**

- Manage compliance with the Broader Public Sector Procurement Directives (BPSPD)

**Reporting**

- Report, track, and maintain internal documents
- Track project timelines and actualize cost impact and additional value
- Deliver ad hoc reports on an as required basis

**POSITION REQUIREMENTS****Education**

- College diploma in business or related field is desired
- University degree in Business is an asset
- PMP, CSCMP or SCMA is an asset

**Work Experience**

- 8-10 years strategically sourcing a combination of capital equipment, services, products and/ or IT hardware and software, preferably in a healthcare or public sector environment
- Autonomously managing BPSPD-compliant RFX processes from start (specifications development) to finish (implementation)
- Leading large regional or provincial multi-disciplinary project teams
- Negotiating high-value complex agreements with vendors
- Working with hospital end users, vendors, and legal counsel to finalize agreements
- Facilitate 25+ projects, of various sizes, at one time

**Knowledge and understanding**

- BPSPD, CETA CFTA
- MGS & OECM an asset
- Tendering and contract law is an asset

**Technical skills**

- Strong computer skills required (Microsoft Office applications) including advanced excel
- Analytical ability, data analysis
- Familiarity with online RFX posting sites (e.g. Bonfire, Biddingo)
- Project Management
- Effective Business Writing

**Personal skills & Competencies**

- Accountability
- Time management
- Autonomy
- Results oriented
- Authenticity
- Conflict resolution
- Ability to embrace change and challenge
- Goal setting
- Decision making
- Innovative thinker
- Ability to exercise initiative, impact and influence
- Ability to plan, organize and prioritize
- Problem solving
- Relationship building

**WORK ENVIRONMENT**

- Office location – Burlington, Ontario, Canada
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Travel (approximately 20%) will be required for the purpose of meeting with clients and stakeholders (in the GTA)

To apply, please email your resume to [careers@ssw.ca](mailto:careers@ssw.ca) indicating the **position title** and **posting #** in the subject line. As part of the initial recruitment process, selected candidates may be asked to complete a Job Feedback form. Please note that this does not guarantee advancement to the next step in the recruitment process.

We thank all applicants for their interest in Shared Services West. Only qualified candidates selected for interviews will be contacted. If contacted for an interview, please inform us should any accommodation be required.