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Job Details

Job Title: Procurement Officer III

Posted Date: 4/21/2022

Closing Date: 4/28/2022

Functional Discipline: Supply Chain

Job Description

Procurement Officer III (Contract Management Analyst), Permanent Full-Time Supply Chain Shared Services, Anywhere in Newfoundland Labrador, Remote Work Available

Definition of work:

Reporting to the Provincial Manager of Sourcing and Contracts, this position will support the vision and mandate of the Supply Chain Shared Services Department (SC-SSD) by managing contracts to provide the right quality product, on-time, as needed, where needed in line with the contract to better meet the customers' and organizations' requirements for: quality, safety, reliability, operational efficiency and overall value. The customers include the four Regional Health Authorities (RHAs) and the Newfoundland and Labrador Centre for Health Information (NLCHI).

The Procurement Officer III supports the division's transformation and integration of contract management strategy, policies, processes and procedures into the Provincial Supply Chain Department to ensure the appropriate and timely flow of goods through the health care facilities, networks, and systems in an effort to assist the health organizations' achieve their strategic goals. This position will develop effective working relationships and communicate regularly with a wide range of internal and external stakeholders. This will require excellent communication and interpersonal skills, including sensitivity, tact and diplomacy and the ability to appropriately handle contentious conversations.

In that capacity, this position will:

- * Contribute and maintain contract management framework to support the development and ongoing maintenance of strong vendor relationships.
- * Help establish, operationalize and continuously improve contract set-up, review, reporting, and renewal.
- * Work collaboratively with health organizations to provide support and subject matter expertise on the identification and development of KPI's and assist in enabling value for money and risk mitigation.
- * Assist in the management and adherence to on-contract spending and reporting.
- * Provide support to properly manage supply arrangements and establish spend tracking, planning and scheduling projects and benefits measurement.
- * Evaluate, track and report on GPO (Group Purchasing Organization) contracts to analyze quantitative and qualitative results and report and identify both resigning and new opportunities for goods and/or service contracts that support and align Supply Chain's and the health organizations strategic goals.
- * Develop, maintain and enhance reporting structures to support Sourcing and Contracts

Contracts

- * Evaluate contract effectiveness and inform Sourcing and Contracts of potential changes to terms and conditions of future competitive bidding and contract documents to ensure positive stakeholder relationships.
- * Participate in meetings with end users in our health organizations, vendors and stakeholders to discuss performance, common issues and develop action plans.
- * Develop and maintain constructive relationships across three Supply Chain provincial divisions in a "pod" that would include employees from: Sourcing & Contracts, Purchase Operations, and Vendor Management divisions, and work within these pods to identify efficiencies that could impact Supply Chain's services to its customers, and commodities being ordered and delivered, including making recommendations to manage the legal landscape impacting procurement, and provide increased bid opportunities.
- * Interpret and communicate Supply Chain policies and procedures and provincial legislation and works with end users to provide advice and ensure compliance.
- * Entry of item master standards to enable on contract spending orders and accurate business intelligence and reporting.
- * Complete special projects as required.

The successful candidate must demonstrate an awareness of and be responsible for promoting and supporting person-and family-centered care, demonstrate a commitment to safety and partner with all team members to improve worker and patient safety by integrating safety into work practices, identifying risks and implementing improvements.

Required qualifications:

- * Graduation from an approved college or university with an undergraduate degree in Commerce or Business Administration.
- * 3-5 years' experience in a complex sourcing, contracts, and supply chain environment; financial management, analytics, managing projects, decision making, managing changes, and relationship management.
- * Strong business and legal acumen to build, deliver and maintain strategic vendor relations and support fiscal stewardship on behalf of the of the five health organizations.
- * Experience working in pods supporting complex purchasing/supply chain environment, where analytics, projects, and relationship management is integral to success.
- * Experience in managing vendors, leading difficult conversations, navigating amongst multiple parties with differing perspectives, decision making, and project management.
- * Specific supply chain experience in: business and supply chain strategy; contract and formal legal document writing and management, vendor engagement, performance monitoring, execution management; supplier relationship management, and risk management.
- * Very proficient in preparing electronic reports, analysis, data management, and communications.
- * Strong writing and formatting skills to develop, proof-read, edit, and format legally binding content is required. And, must have the ability to communicate, both orally and written, with internal customers, departments, vendors, and other external stakeholders such as Public Procurement Agency and legal counsel to ensure there is a clear understanding of the requirements.
- * A range of interpersonal skills are required including: listening to information from others; asking questions to obtain information; providing routine information and direction to others; communicating complex information; handling difficult/contentious situations; negotiating contracts and agreements; gaining the cooperation of others to complete work tasks and providing expert advice/counselling.
- * Exhibit leadership skills in each of the Leads domains: leads self, engage others, achieve results, develop coalitions, and systems thinking; customer relations, conflict management, planning, and organizing.
- * A satisfactory record of work performance and attendance is required for this position.
- * A satisfactory certificate of conduct from the RCMP or local police authority.

Preferred qualifications:

- * A designation in one of the supply chain professional streams (CSCP, CPIM, CPSM, SCMP or related designation).
- * Has exhibited integrity, creativity, commitment to continuous learning, effective communications, interpersonal skills, integrative systems thinking, and awareness of the needs of others.

* Knowledge and/or experience with process and quality improvement techniques including: Lean, Six Sigma, Performance Management, Total Quality Management, etc.

Hours of work: 75 hours bi-weekly (Shift work may be required)

Salary: CG-34 (\$29.95-\$33.36)

Competition number: P-2022000433-REG

Competition closing date: April 28, 2022

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We thank all candidates however only those selected for an interview will be contacted.

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