



## Manager, Contracts and Procurement

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Department/Program: Procurement, Financial Services & Treasury  
Type of Employment: Permanent Hourly FT (100% FTE) x 1 position(s)  
Req ID: 43840  
Union Status: Management / Hours of Work: Monday to Friday  
Compensation: \$35.6553/hr - \$44.5691/hr  
Posting Date: February 03, 2020 / Closing Date: February 17, 2020  
Start Date: ASAP

*The IWK Health Centre is an internationally recognized and respected academic health sciences centre located in Halifax, Nova Scotia, providing tertiary and primary care for two million women, children, youth and families across the Atlantic region. The IWK is committed to a workplace where our staff, physicians, learners and volunteers reflect the patients, families and communities that we serve. We seek and encourage applicants who reflect our broad diversity, and we are committed to reducing barriers to employment and career growth.*

*The members of our Procurement Team provide a crucial service in our ability to deliver safe, appropriate care to our patients and families. The Manager, Contracts and Procurement holds primary responsibility for centre-wide operational procurement, including the acquisition of all supplies, services, and construction/equipment in support of the IWK's business, totaling approximately \$70-80 million each year. The Procurement Department is authorized to issue purchase orders, Invitations to Bid, Requests for Information/Proposals/Quotations, tenders and issue contracts. The department holds the expertise in contract terms and negotiations.*

### **Position Summary**

Reporting directly to the Director, Financial Services & Treasury, the Manager, Contracts and Procurement is accountable for providing strategic sourcing advisory and consulting leadership to the IWK across all areas requiring comprehensive solutions and services. Applying a disciplined sourcing methodology to the purchase of strategic goods and services for the IWK, the Manager will ensure the optimal outcome (quality, risk and price) based on enterprise and business unit needs and corporate standards. This role is accountable for all relationship management focused on leading the development of sourcing strategies, supplier selection, due diligence and contract negotiations while achieving targeted savings. The Manager will manage sourcing initiatives, identifying areas of opportunity through analyses of industries and supply markets, cost models for certain key products and services and the performance of key suppliers. The Manager will lead the execution of sourcing strategies including development and management of projects throughout its lifecycle including conducting supplier contract negotiations. As a key partner, the Manager will drive best value for money, meeting business objectives in a high profile, strategic, rapidly evolving and competitive environment while improving the client experience and protecting the IWK.

The Manager will support current and emerging technologies and practices to establish a robust people focused and service excellence culture. The position contributes to the leadership of support strategies and operational plans consistent with legislation, accountability frameworks and the mission, vision and values of IWK organization. The manager oversees the service delivery aspects of category procurement to our clients – savings, project scheduling, resource utilization and other key performance indicators. The Manager ensures exceptional service delivery is provided to clients. As a leader that cares about building and supporting a dedicated and loyal team, the Manager will have a proven track record in delivering results, promoting engagement, collaboration and leading by example, while supporting diversity and a healthy workplace.

The Manager ensures the procurement team have strong relationships with internal stakeholders and external business partners to develop and execute industry leading category sourcing strategies that drive value. The value created helps ensure that IWK can continue to invest in innovative new products and customer relationships.

## Qualifications

- Bachelor's degree in a related discipline (such as a bachelor's degree in Business Administration, Engineering or Science) plus courses in purchasing and financial management.
- Recognized professional supply chain designation or certificate program is an asset. If you are a candidate with aligned work experience, you may be eligible for education support to achieve these qualifications, as we strive to provide optimal service for our patients and families.
- Minimum seven (7) years of legal contracting and/or procurement experience, or equivalent work experience.
- Minimum three (3) years leadership experience, preferably in a procurement environment.
- An equivalent combination of education and related experience will be considered.
- Medical device industry experience, or other highly regulated industry experience, is considered an asset.
- Experience in a healthcare / clinical setting is considered an asset.
- Strong understanding of key legal terms relevant to corporate contracts.
- Experience creating a negotiating plan and leading negotiation efforts on purchase agreements and/or vendor contracts.
- Strong track record in project management, change management and execution.
- Demonstrated experience working with the SAP financial system or other computerized purchasing systems.
- Proficiency with Microsoft computer applications.
- Demonstrated knowledge of financial control and budgeting.
- Strong track record in project management and execution.
- Knowledge of the COSO framework or audit functions is considered an asset.
- Demonstrated experience in putting into action operational plans, delivering persuasive presentations to different levels of the organization, managing service delivery performance, and experience in using lean methodologies to achieve continuous improvement goals.
- Sound judgement, and sufficient diplomacy and tact to deal effectively with all customers and professional relationships.
- Experience with working in a matrixed organization with demonstrated experience building constructive and effective relationships.
- Excellent communication skills both verbal and written, including strong presentation skills.
- Strong analytical skills.
- Strong organizational and prioritization skills.
- Strong attention to detail.
- Ability to execute through effective delegation, motivation and oversight.
- A leadership style that is driven, energetic and has a high degree of professional integrity.
- Competencies in other languages an asset; French preferred.

Thank you for your interest with the IWK Health Centre. Please sign in to create a profile and set-up Job Alerts for positions of interest.

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***Please Note: If you are an employee of the IWK Health Centre, please apply through the [internal careers page](#) to ensure you are flagged as an internal applicant. Applications are accepted until 11:59 PM on the Closing Date.***