



Manager, Sourcing and Procurement - 3960

Requisition # 3960

Job Type: Regular Full-time

Vacancies: 1

Department: Finance

Employee Group: Non Union

Hours (Subject to change)

37.5 hours per week; due to the managerial nature of this position applicant must be flexible to work additional and varied hours as required.

Job Description

In 2015, Bridgepoint Active Healthcare, Circle of Care, Lunenfeld-Tanenbaum Research Institute and Mount Sinai Hospital, came together to form Sinai Health System - and leverage our collective expertise and create a system that better responds to the changing needs of our patients, families and clients. Sinai Health has a bold vision and strategy for the future: To create Canada's leading health system pushing the boundaries to realize the best health and care for complex patients.

A key enabler of this vision is Sinai Health's People Plan - which provides an explicit commitment to our people about our commitment to creating a workplace culture and environment that is safe, caring, equitable, compassionate and accountable in order to ultimately provide optimal care to patients and their family caregivers.

To support us on our journey, Sinai Health is looking for an experienced Manager, Sourcing and Procurement to manage all operational aspects of internal sourcing and procurement requirements including RFX's, Advanced Contract Award Notifications (ACAN's), non-competitive sourcing requirements, contract management and vendor relationship management. The incumbent leads and manages all aspects of the internal purchasing function and provides leadership and guidance to internal stakeholders to ensure System compliance to all sourcing requirements in accordance with the Broader Public Sector Procurement Directive (BPSPD), the Canadian Free Trade Agreement (CFTA) and other guiding trade agreements. Interpretation of the BPSPD and internal System procurement policies, are a requirement of this position.

Accountabilities include:

- Ensure System procurement practices are compliant to BPSPD, CFTA, Canadian procurement laws, and internal procurement policies with a focus on mitigating System financial and reputational risk
- Provide strategic advice and recommendations pertaining to best practice for sourcing and procurement activities
- Manage, coach and support the Sourcing and Procurement team, both union and non union, by providing leadership and direction to achieve project timelines on procurement completion and product/service implementation
- Provide expert category advice based on industry knowledge and market research as required in order to obtain the best sourcing and procurement solutions, while mitigating reputational and procurement risks to the System
- Develop business cases that provide strategic sourcing opportunities to save money and rationalized service delivery
- Oversee vendor relationship management and contract management by establishing and communicating System expectations to suppliers, ensuring contract compliance and service levels are being met
- Maintain external peer group network, participation and interaction to keep abreast of and be connected to market trends and practices
- Develop and execute negotiation strategy by meeting with suppliers to negotiate pricing and contractual business terms
- Establish appropriate communication plans and manage the communication between project teams and external suppliers
- Recruiting, developing and managing staff; completing regular employee performance appraisals and supporting the development of learning plans
- Support the team and provide leadership and direction through procurement completion and product/service implementation
- Interpret and understand procurement policies, procedures, requirements and laws; responsible for protecting the System from procurement and reputational risk as a result of a procurement process
- Manage and develop standard practices for sourcing and procurement activities, including contract processing and approvals process for contracts, RFx's, ACAN's, Non-Competitive Approval Forms (NCAFs) in collaboration with the Director, Sourcing & Procurement, Capital Finance, and Shared Services Organizations (SSOs)
- Ensure that agreements are developed and managed with due regard for operational efficiencies and are aligned with existing organizational service level frameworks and goals
- Monitor program and performance for continuous improvement in the contract management processes
- Introduce and promote innovative sourcing solutions and initiatives to deliver significant cost reductions and/or service improvement opportunities for the System
- Procurement Training Module - revise/refresh as required and deliver training to internal stakeholders as part of the Systems Information Services Education
- Other duties as required

Job Requirements

- Successful completion of or working towards a Bachelor's degree in Procurement and Logistics Management; Business Administration or a related field of study
- Supply Chain Management Association of Canada (SCMA) designation; SCMP preferred
- Advanced knowledge of Procurement Law and understanding of the requirements and appropriate applications of the law as it applies to BPSPD, CFTA and other guiding trade agreements
- Minimum of 10 years' relevant sourcing and procurement experience preferably in a hospital environment
- Minimum of 7 years' related experience in a healthcare setting
- Applicants with proven equivalent recent and related training and experience may be considered
- Respected and progressive leader with the ability to inspire, motivate and develop a high performance team
- Superior stakeholder engagement skills with demonstrated knowledge of and experience with project management processes
- Excellent interpersonal and communication skills; professional, diplomatic and confident with a proven ability to work with individuals across all levels of the organization and external stakeholders
- Advanced negotiation, mediation and persuasion skills

- Advanced oral and written communications and presentation skills
- Ability to problem solve and successfully manage customer and supplier relationships
- Advanced facilitation and leadership skills
- Proficient in Microsoft Office applications
- Strong analytical abilities, ideally coupled with superior organizational skills and experience coordinating multiple assignments/projects simultaneously
- Flexible and self-directed with the ability to manage competing priorities during periods of rapid change and transition with constantly shifting priorities
- Models collaborative, cross-portfolio engagement to build consensus and create solutions to complex issues; demonstrated experience in the development and implementation of effective strategies to maximize inter-professional collaboration
- Possesses a high level of accountability and proven capability to clearly define and articulate requirements, priorities, impacts, and solutions
- Demonstrated satisfactory work performance and attendance history

Salary: To be determined

Open Date: 04/22/2020

Posting Deadline: 05/06/2020

Please apply online at <http://www.mountsinai.on.ca/careers> or submit a current resume and an "Application for Job Posting" form to Human Resources, 522 University Avenue, 12th floor by 4:00 p.m. of the posting deadline date.

All employees will follow safe work practices and comply with the roles and responsibilities that are outlined with respect to health and safety policies, procedures and training at Mount Sinai Hospital. In accordance with Hospital policy and legislated health and safety requirements, employment is conditional upon the verification of credentials, completion of a health review, and demonstrating proof of immunity and vaccination status of vaccine-preventable diseases.

Mount Sinai Hospital is a scent sensitive environment and all members of the community are expected to refrain from wearing or using scented products while visiting or working at the Hospital.

We also support a barrier-free workplace supported by the Hospital's accessibility plan, accommodation and disability management policies and procedures. Should you require accommodation at any point during the recruitment process, including accessible job postings, please call the Accommodation Phone Line at 416-586-4800 ext. 7050 or email HiringProcessAccommodation@sinaihealth.ca.