



## BACKGROUND

The Canadian Partnership Against Cancer is the steward of the [Canadian Strategy for Cancer Control](#) (the Strategy). Its work is guided by the Strategy, which was refreshed for 2019 to 2029 and will help drive measurable change for all Canadians affected by cancer and a future where fewer people get cancer, more people survive cancer and those living with the disease have a better quality of life. The Partnership works with those on the front lines of cancer care, and people living with the disease, to make system-level changes that improve all aspects of the cancer continuum from prevention, screening and diagnosis through to treatment, clinical care, palliative care and survivorship. Partners include provincial and territorial governments, cancer agencies, health organizations, health-care professionals, people living with cancer and those who care for them, as well as First Nations, Inuit and Métis communities, governments and organizations. The Partnership's work is guided by a commitment to reducing inequities in cancer care for underserved people in Canada such as those living in rural and remote areas, those with low income and new immigrants, and addressing First Nations, Inuit and Métis Peoples-specific cancer control priorities and actions, outlined in the Strategy, reflecting Canada's commitment to reconciliation. The Partnership is funded by Health Canada. Learn more about the impact being made by the Partnership with partners across Canada at: [www.partnershipagainstcancer.ca](http://www.partnershipagainstcancer.ca).

# Contract Analyst, Partner and Vendor Services (LEVEL 6)

## Division Description

The Partnership's Finance and Corporate Services Division leads all services to secure a sound financial platform and ensure that the organization has the technical, operational, infrastructure, talent management and change management capabilities necessary to achieve the maximum impact for its mandate and budget. The team works alongside all divisions in managing financial aspects of programs and initiatives that aim to deliver on the eight priorities of the [2019-2029 Canadian Strategy for Cancer Control](#).

The Partner and Vendor Services team is responsible for leading procurements and the partner funding process to work with hundreds of partners and vendors across the country to implement initiatives focused on improving cancer outcomes for Canadians. The Partnership's partner funding is similar to the "transfer payments" used by governments to fund external recipients for initiatives, which involves more collaborative work with partners, and partners are required to provide regular reporting on how the funds are being used.

## Overview of Role

Reporting to the Manager, Finance and Partner and Vendor Services ("the Manager"), the Contract Analyst supports the contracting process for all procurements and partner funding agreements from a compliance and risk management perspective. The Contract Analyst will support the Manager to create procurement and partner funding strategies and approaches that support project objectives. The role will collaborate and work closely with the Vendor Services Analyst, Partner Services Analyst, Project Managers, Financial Analysts, Program teams, and external stakeholders. The Contract Analysts also works closely with the Partnership's external legal counsel and partners to develop agreements, standard contract templates, and maintains close and effective working relationships with the partner and vendor community.

## ***Mandate-Specific Accountabilities***

### ***Support delivery of procurement and partner funding processes, negotiation, and contract development with internal and external stakeholders***

- Work with Program Teams, Project Managers, Partner and Vendor Services Analysts to create procurement and partner funding strategies to deliver on project objectives, ensuring processes are fair, transparent, and identifying any risks and mitigation strategies
- Work with the Partner and Vendor Service Analysts to draft, negotiate, review and complete agreements and contracts (Services Agreements, Funding, Project Agreements, Purchase Orders) and ensure legal terms in contractual documents support the Partnership's interests and are aligned with established policies and processes
- Advise on changes to contractual commitments and amendments in collaboration with legal counsel, if needed, to ensure changes are in compliance with legal terms and serve the Partnership's interests
- Work with legal counsel to develop and manage corporate-wide contracts/agreements templates, blanket agreements, and terms and conditions, and provide recommendations for changes
- Receive cross-training on the Vendor Services Analyst and Partner Services Analyst roles to lead procurement and partner funding initiatives, when required, to provide additional support

### ***Policies and Processes***

- Monitor for consistent corporate-wide application and compliance with the Procurement Policy, Delegation of Authority Policy, processes, standards and controls and support teams to apply policies and processes
- Maintain and update Procurement and Partner funding policies, procedures and templates
- Lead corporate training on adoption of Procurement and Partner funding policies and processes

### ***Reporting and KPIs***

- Develops and maintains Key Performance Indicator reports for Agreements/contracts and provide analysis for management reports
- Create and provide reporting and analysis to support quarterly status report meetings
- Provide contract and funding details to support the Partnership's reporting dashboards
- Implement effective working practices to manage database in ERP system and work with other teams to integrate data with other software/systems

## General Accountabilities

- Drive innovation and culture change by delivering accelerated impact, reinforcing a collaborative culture, and engaging others in change
- Relationship build and collaboration across Divisions and with internal and external partners
- Support Manager/Director accountabilities, strategic priorities and core enabling functions
- Support strategy and goals, allocating resources and delivering results on time and within budget

## Universal Competencies

CPAC's universal competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the 'what' the competencies tell you the 'how'. We have developed some core competencies which we expect to be exhibited by all employees regardless of level or position:

- Inclusive – Values diversity and applies an equity lens. Consciously thinks about who needs to be included
- Agile – Constantly adapting to partners, priorities and outcomes; committed to continuous learning and improvement; promotes new ways of doing things
- Collaborative – partners and builds strong relationships; works effectively with direct team members, focusing on delivering individual contributions to collective outcomes
- Outcomes-Focused – focuses on the ultimate impact, priorities work with a focus on underserved groups
- Systems-Thinking – connects the dots between your work and the broader system, political acuity

## Qualifications

- University degree in Business Administration
- Supply Chain Management or Contract Management certification, or diploma
- Minimum 5 years experience in leading the execution of formal procurement processes, negotiation and development of contracts, preferably within a multi-level organization with exposure to procurement and partner funding/transfer payments
- Extensive knowledge of Microsoft Office products, including advanced knowledge of Excel, and ERP systems
- Experience in healthcare or government reporting is an asset
- Possess in-depth knowledge of procurement regulations, contract agreements, and legal terminology
- Quality and detail oriented

- Strong communication, mentoring, and knowledge-sharing skills, ability to interact and work effectively with staff and external partners
- Ability to proactively manage and facilitate change
- Ability to take initiative and embrace challenges
- Ability to work independently and as a self-starter in a fast-paced environment along with excellent interpersonal skills A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills
- Excellent written and verbal communications skills
- Adaptability, flexibility, diplomacy and tact; self-motivation and initiative
- Ability to prioritize and multi-task within a fast-paced environment

To apply, please forward your CV and cover letter **combined** in one file in Word or PDF format to: [Talentmanagement@partnershipagainstcancer.ca](mailto:Talentmanagement@partnershipagainstcancer.ca).

The Canadian Partnership Against Cancer thanks all applicants; however, only those selected for an interview will be contacted.

The Canadian Partnership Against Cancer has a diverse workforce and is an equal opportunity employer.