



## **Sr. Procurement Consultant**

To be considered for this opportunity applicants must apply during the posting period. All internal and external applicants may **ONLY** apply via *the Careers website, (Requisition ID 89253)*

<https://www.hamiltonhealthsciences.ca/careers/>

### **Description / Qualifications:**

Procurement manages over \$200M in spend annually and is responsible for over 1,000 contracts that are used across Hamilton Health Sciences Corporation by multiple end users at multiple sites.

Procurement is responsible for the acquisition of goods and services within the Broader Public Sector (BPS) Procurement Directive, which sets out procurement rules in the purchase of goods and services with public funds under the Broader Public Sector Accountability Act.

The Senior Procurement Consultant - CORPORATE SERVICES delivers senior process and policy guidance for all procurement functions and is responsible for providing contract, sourcing and procurement consultative services to multiple Hospital end-users/groups. The focus includes supporting Capital Development projects, Capital Equipment procurements, large service and Consultant agreements and facilitating major and minor Construction tendering, subject to changes in portfolio assignments. Accountable for placing orders, expediting and managing the scheduled deliveries and installation of equipment into existing and newly renovated or constructed facilities.

### **Specific Accountabilities:**

- Lead all RFX processes, contract drafting, price negotiations and implementation for all capital equipment purchases, major service contracts and support/professional services agreements
- Leads interactions between vendor and client groups to draft, negotiate, and finalize contracts
- Leads and/or directly influences major procurements undertaking end-user needs analysis, specification development (including analysis to ensure alignment with market capabilities), evaluation processes, and determination of appropriate procurement approvals all in the context of procurement policies and approval authorization schedule
- Facilitates all supplier debriefing sessions for unsuccessful vendors after contract award
- Detailed knowledge of the BPS Procurement Directives and Code of Ethics to ensure the organization is complying with all mandated requirements
- Facilitate and manage the tendering process for all construction and minor renovations including the sourcing of professional services (engineering and/or architectural) to assist

- Ability to organize, co-ordinate and manage a high-profile and a heavy workload efficiently and effectively and meet deadlines with accurate analysis, practical solutions, and important recommendations
- Provides instance-specific advice, interpretation and clarification on policy and approvals process
- Leads all contract and pricing negotiations to finalize agreements
- Manage the ordering, expediting and organizing of scheduled deliveries and installation of equipment in coordination with end-users, facilities management, project managers and vendors
- Ensure the proper internal policies and procedures have been followed and appropriate authorizations have been obtained
- Work with end-users to coordinate and obtain any special funding and/or authorization approvals (eg. Capital Contingency, Site Council, Board motion, etc.)
- Overseeing the day-to-day activities of a Purchasing team, conducting regular updates and providing an environment open mutual feedback
- Manages the quotation process, including preparation of requests for quotations and subsequent agreements and the preparation, completeness and advertising of tenders
- Ensures the client is thoroughly educated and aware of processes and requirements related to corporate and purchasing policies and procedures
- Reviews Sole Source Purchase requests from clients to ensure they are valid and in accordance with the Purchasing policies
- Developing positive working relationships with all customers including Hospital staff, physicians, and suppliers
- Ability to understand and explain complex requirements related to procurement policies and procedures and legally binding agreements to colleagues

### **Schedule Work Hours**

Monday to Friday, Days

Regular Full Time 37.5 Hours per Week

### **Salary**

Minimum Salary \$43.87 Hourly

Maximum Salary \$56.24 Hourly

### **Qualifications**

1. Bachelor's Degree in Commerce, Business Administration or Finance
2. 7 years experience with large procurement initiatives and strategies
3. 5 years experience in public sector procurement
4. 5 years experience working in a large complex organization
5. 7 years experience negotiating for both price and legal terms and conditions
6. Demonstrated leadership ability and strong interpersonal skills
7. Demonstrated ability to expedite the decision-making process using value analysis techniques
8. Demonstrated excellence in communication, team building, and the ability to initiate and model positive change
9. PC proficiency and knowledge of spreadsheet, database, project management and word-processing software applications to access/analyze financial data, and to prepare reports and correspondence
10. Excellent skills in work organization and operating under pressure

### **EEO Statement**

Hamilton Health Sciences fosters a culture of patient and staff safety, whereby all employees are guided by our Mission, Vision, Values, and Values Based Code of Conduct. Hamilton Health Sciences is a teaching hospital and all staff and physicians are expected to support students and other learners.

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Hamilton Health Sciences is an equal opportunity employer and we will accommodate any needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application processes, please contact HR Services at 905-521-2100, Ext. 46947 for assistance. If the applicant requires a specific accommodation because of a disability during an interview, the applicant will need to advise the hiring manager when scheduling the interview and the appropriate accommodations can be made.

This competition is open to all qualified applicants, however, qualified internal applicants will be considered first. Past performance will be considered as part of the selection process. If you are a previous employee of Hamilton Health Sciences, please note: the circumstances around an employee's exit will be considered prior to an offer of employment

Proficiency in both Official Languages, French and English, is considered an asset

If this position is temporary, selection for this position will be as per the outlined Collective Agreements:

- Article 30 (k), CUPE Collective Agreement
- Article 10.7 (d), ONA Collective Agreement
- Article 13.01 (b) (ii), OPSEU 273 Collective Agreement
- Article 14.04, OPSEU 209 Collective Agreement
- Article 2.07 and Article 13, PIPSC RT Collective Agreement

