

**Title:** Senior Business Systems Information Specialist – Supply Chain

**Hours of Work:** Full-Time Position, Days

**Department:** Business Systems

**Salary:** Class 7 - \$88,605 to \$106,326 per annum + benefits/pension

**Location:** Kingston General Hospital site, Kingston, Ontario

**POSITION SUMMARY:**

Reporting to the Manager Business Systems, the Senior Business Systems Information Specialist will act as the primary resource for business systems processes and systems functionality. It provides expert level advice, analysis, and recommendations relating to changes and enhancements with the focus on optimization of processing, data recording and information reporting within KHSC and its regional partners under a shared service support agreement(s). The Senior Business System Information Specialist works with Senior Leadership and Business Unit Managers to identify issues, establish requirements, and prioritize work. Once priorities are established the role will lead, plan, develop, implement and support business systems functionality (both internal and regional), in SAP and or other corporate applications. In addition it will serve as resource and mentor for colleagues and employees.

This position combines an expert knowledge of Supply Chain applications with an advanced understanding of related processes covering RFQ/RFI, contract management, material requirements planning, procurement, receiving, distribution, pricing conditions, master data management and related Finance and Accounts Payable functions. Working knowledge of ITIL methodologies. SAP configuration for ECC, SRM, Mobile Infrastructure, and Cloud based applications. Has an ability to understand and develop appropriate security roles for various systems. An understanding and ability to work with various IT technologies including, object oriented architecture, relational databases, EDI, various interface tools including XML, tab delimited file transfers. An understanding of network architecture, audio/visual equipment, printers, barcode technologies and scanners, smart phones, and Citrix remote gateway.

This role is accountable for contributing to the delivery of the KHSC's/3SO's strategy. The role must demonstrate an awareness of and be responsible for actively promoting and supporting patient and family centered engagement and care in all we do.

**RESPONSIBILITIES & DUTIES INCLUDE:**

- For corporate and regional business systems applications, plan, analyze, coordinate, execute and monitor business systems projects and change requests, including: writing and interpreting requirements, developing detailed specifications, determining and executing changes to business software applications, monitoring and reporting on progress of team resources, developing and executing test plans, participating in and recommending process changes, preparing user documentation, user training, coordinating the implementation of changes into Production and post-Production support and evaluation.
- Operational support, troubleshooting and analyzing business systems service requests and issues, leading the resolution process with the business and appropriate technical resources.
- Participates in and develops business cases for strategic initiatives which include: identifying resource cost projections, implementation considerations, research & evaluate new or updated business systems, evaluating the costs and benefits of proposed solutions, making recommendations to leadership/senior leadership.
- Coaches and mentors peers and users regarding systems design, configuration and development. Prepares templates and tools to facilitate coordination of activities with an integrated approach. Provides expert knowledge regarding systems functionality and system development principles.
- Maintains working departmental, organizational and regional partnership and act as a resource for technical support issues.
- Continuous improvement of technical skills and leadership training including staying abreast of industry trends, standards and best practices.

*\*NOTE: The above duties are representative but are not to be construed as all-inclusive.*

## **BASIC QUALIFICATIONS**

- Minimum university business administration degree / 3 year Community College Diploma in supply chain or computer science degree;
- University Degree in Information Management, Business Administration or Health Informatics or equivalent preferred
- An equivalent combination of education and experience may be considered.
- Minimum 5 year business experience within supply chain, 7 years business experience with supply chain preferred
- Broad understanding of supply chain systems
- Broad understanding of organization specific supply chain policies and procedures in order to ensure systems are in compliance in the processing of information.
- Specialized knowledge in ERP systems and the system development life cycle methodology. Specifically in the fields of Procurement (Materials Management) preferred
- Technical skills - Advanced computer software proficiency (word processing, spreadsheet, flowcharting and database management) preferred
- Computer software proficiency for data analysis (spreadsheet, database management and ERP).
- Effective analytical, problem solving and decision making skills
- Proven ability to research, analyze and interpret information
- Interpersonal and communication skills, both verbal and written
- Effective time management skills
- Good organizational skills with ability to prioritize workload
- Good teamwork skills
- Regulatory compliance knowledge - Broader public sector guidelines, provincial and federal legislation.
- Satisfactory CPIC with vulnerable sector search

## **PHYSICAL REQUIREMENTS:**

The applicant must be able to meet the physical demands of this position.

*We thank all applicants, but only those selected for an interview will be contacted. Kingston Health Sciences Centre is committed to inclusive and accessible employment practices.*

*If you require an accommodation to fully participate in the hiring process, please notify the Recruitment Team.*

*Click on this link to apply:*

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=54341&company=KGH>