

**Position Title:** Strategic Procurement & Materials

Management Consultant

**Dept/Program:** Materials Management**Employment Type:** Full Time**Work Schedule:** 75.00 hours bi-weekly as per schedule**Posting Type:** Open**Job Class:** PE006**Rate of Pay:** PE006**Employee Group:** Non-Union**Posting Date:** November 8, 2021**Number:** 1

The Director, Procurement & Materials Management is currently seeking a Strategic Procurement & Materials Management Consultant. The purpose of the position is to be a subject matter knowledge expert related to strategic sourcing, procurement information and related reporting and legislation. Acts as a strategic advisor to hospital leaders related to complex procurements; an advisor to all levels of the organization for process and policy guidance in relation to high value and strategic sourcing and contracting for current and future hospital operations; supports related operational and financial analysis, preparation of budget and business case development; leads complex negotiations with vendors, consulting directly with corporate legal counsel as required.

**Key Accountabilities:**

- Provides advice to the Director of Procurement & Materials Management on the development, implementation, maintenance and management of a strategic procurement framework and plan, including supplier performance, contract management and applicable policies/procedures, which are consistent with best Supply Chain practices
- Provides leadership for the entire Procurement team and oversees strategic planning and direction
- Leading strategy sessions for optimizing policies, procedures, and processes as they relate to sourcing and procurement.
- Utilizes data analysis and stakeholder insights to improve the procurement strategy. Ensuring the procurement strategy is getting the greatest return on investment by analyzing financial statements and working with the finance team
- Oversee and enable processes that effectively manage operational activities with external partners
- Leads 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
- Leads complex strategic competitive bidding processes, contract drafting, price negotiations and implementation of major capital equipment purchases, major service contracts and complex support/professional services. Ensures these processes are completed in full conformance with all applicable laws and trade agreements, with the goal of achieving a competitive total cost of ownership model
- Provides day-to-day activities of the Materials Management team, highlighting any potential procurement risks through regular updates to the Director of Procurement & Materials Management
- Provides day to day leadership to the Materials Management staff in the absence of the Director of Procurement & Materials Management

**Requirements/Qualifications:**

- You must meet the requirements of our **COVID-19 Immunization Policy** by providing proof of full vaccination, or a request and receipt of an accommodation under the Ontario Human Rights Code, including a medical exemption
- Bachelor's Degree in Commerce, Business Administration or Finance
- A Supply Chain Management Professional (SCMP) designation; or CPPB (Institute for Public Procurement)
- A minimum of seven years (7) years of progressive public procurement work experience, including experience designing, developing and implementing best practices in sourcing and leading complex procurement projects
- Five (5) years experience in public sector procurement with large procurement initiatives and strategies
- Five (5) years experience negotiating for both price and legal terms and conditions
- Demonstrated leadership ability and strong interpersonal skills
- Demonstrated ability to expedite the decision-making process using value analysis techniques
- Demonstrated excellence in communication, team building, and the ability to initiate and model positive change
- 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

- Excellent skills in work organization and operating under pressure
- Detailed knowledge of the BPS Procurement Directives, Code of Ethics and Trade Agreements to ensure the organization is complying with all mandated requirements
- Ability to understand and explain complex requirements related to procurement policies and procedures and legally binding agreements to colleagues
- Demonstrated knowledge of procurement modeling techniques, forecasting and costing analysis
- Models and promotes core ethical practice, Waypoint Values (Caring, Respect, Accountability, Innovation), and reflects an optimistic and positive attitude
- Preference for proficiency in French/English language skills

### **How do I apply?**

Waypoint employees apply through the Employee Self-Service portal at <https://employees.waypointcentre.ca> and external applicants apply to [http://www.waypointcentre.ca/i\\_want\\_to\\_join\\_your\\_team](http://www.waypointcentre.ca/i_want_to_join_your_team) by quoting **Job ID WC21-323**.

This position is open until filled. Attach your cover letter and resume detailing why you are interested in this opportunity and how you meet the qualifications and key accountabilities specified.

**We are committed to fostering an inclusive, accessible work environment, where all employees feel valued and respected. Waypoint offers accommodation for applicants with disabilities as part of our recruitment process. If you are contacted to arrange an interview, please advise us if you require an accommodation. All applicants are thanked for their interest in this position, however, due to high volumes only those selected for an interview will be contacted.**