



## Contract Analyst

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 93562 )*

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

### **Description**

This is a temporary full time position.

The Procurement Department is responsible for approximately \$200 million in spend annually on goods and services that support clinical, administrative, information technology, facilities and maintenance, at multiple HHS sites and for multiple end users.

### **Specific Accountabilities:**

Reporting to the Procurement Manager, the Procurement Analyst provides support to the program's Coordinators through the development and implementation of sourcing strategies for both products and services. Responsibilities include the following:

- facilitating the pre-qualification of suppliers, supporting the establishment of commercial agreements requiring collaboration between multiple internal departments and external contractors;
- supporting the development and administration of RFIs / RFPs / RFQs;
- facilitating the completion of proposal evaluations including commercial bid analyses and identification of non-value added costs, supporting negotiations of complex contract terms and conditions;
- collaboration with suppliers and internal stakeholders (clients, legal counsel, insurance and commercial risk, etc.) as required, summarizing and communicating to hospital leadership recommendations for contract award;
- maintaining contract records in the hospital's contract management system;
- ensuring all governance requirements are met (HHS Internal Policy and BPS Compliance);
- completing spend analysis using multiple data systems and exercising independent judgment in selecting and interpreting information, handling deviations from standard methods and resolving difficulties in the source to pay process.

The Analyst will contribute to the improvement of procurement business processes within their area of responsibility, produce sound business decisions based on policy and best management practices and build and manage client and supplier relationships to maximize business value.

### **Schedule Work Hours**

Monday to Friday, Days

Temporary Full Time 37.5 Hours per Week

### **Salary**

Minimum Salary \$28.11 Hourly

Maximum Salary \$36.04 Hourly

### **Qualifications**

1. Up to Five Years of Relevant Procurement experience
2. University or College graduate with a Business or Supply Chain focus
3. Intermediate leadership competencies (teamwork, communications, innovative thinking)
4. General understanding of hospital operations and departments
5. Demonstrated proficiency in Microsoft Office environment, specifically Word, Excel, PowerPoint and Access
6. Commitment to continuous learning

*As a condition of employment, you are required to submit proof of full COVID-19 vaccination to Employee Health Services.*

### **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