

## MANAGER, PROCUREMENT

Public Health Ontario (PHO) is a Crown corporation dedicated to protecting and promoting the health of all Ontarians and reducing inequities in health. PHO provides scientific evidence and expert guidance related to a variety of public health topics. PHO has locations across Ontario, including 11 laboratory sites. PHO offers a work environment that allows you to push the envelope and leverage your academic, scientific, administrative and/or public health knowledge. It is the ideal place to contribute to the growth of a unique and vibrant organization that is a hub for public health practice, health care and academic and applied research.

The vision of PHO is to provide Internationally recognized evidence, knowledge and action for a healthier Ontario. The mission is to enable informed decisions and actions that protect and promote health and contribute to reducing health inequities. The mandate is to provide scientific and technical advice and support to clients working in government, public health, health care, and related sectors.

In meeting the vision, mission and mandate, PHO's primary clients include: Ontario's Chief Medical Officer of Health, Ministry of Health and Long-Term Care and other ministries and local public health units health system providers and organizations across the continuum of care.

### POSITION PURPOSE

Reporting to the Director of Supply Chain and Corporate Initiatives, the **Manager, Procurement** will lead the procurement function and team in support of the entire organization. Responsibilities include procurement strategy, portfolio planning, day-to-day operations and client management with a commitment to best practices and timely service delivery. In addition, you will ensure that our organization procures goods and services in accordance with the goals and objectives of the Ontario Public Service Procurement Directive, PHO's Corporate Procurement Policy and applicable legislation.

### MAJOR RESPONSIBILITIES

#### Strategic Leadership

- Takes a lead role in the preparation and submission of Treasury Board/Management Board documentation for procurement approval of large volume, high-cost goods that align with PHO's procurement mandate and impact to PHO procurement operational plans, related budgets, and goals.
- Provides leadership and expertise to clients on significant spend and complex procurements in support of end-to-end strategic sourcing of specialized goods and commodities within the principles of accountability, transparency, fairness, and value-for-money.
- Leads the development of educational material and delivers learning/training sessions and presentations to management and staff on procurement activities, including the application of/changes to policies, procedures, and guidelines.
- Manages budget, service and performance indicators and ensures consistency in corporate requirements and approval processes for financial, human resources, information technology, operational and business planning functions.

#### Procurement Operations Management

- Develops program operational plan and goals in support of PHO's overall Annual Business Plan and Strategic Plan.
- Contributes to the development and implementation of the department's mandate and operating procedures by taking a significant role in the identification of new programs and projects that fit PHO's mandate; suggests areas for improvement in internal processes along with possible solutions.
- Ensures alignment of unit goals, objectives and activities with other PHO initiatives, goals and objectives.

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- Manages strategic or escalated supplier relationships.

### **People Leadership**

- Builds and leads teams of multi-disciplinary staff in support of PHO's activities.
- Manages staff, congruent with PHO internal policies and procedures, professional standards, Collective Agreement requirements and other relevant standards, legislation or regulations.
- Assigns staff responsibilities setting clear performance objectives and measures, evaluating performance; advises on training needs, participates in recruiting/selection of staff; addresses performance and disciplinary issues, responding to grievances in conjunction with PHO Human Resources management programs; establishes and implements work/vacation schedule; builds and leads a team of multi-disciplinary staff who support PHO's activities.
- Models organizational values and organizational culture and embeds values into area of responsibility.

### **Procurement Advisory**

- Acts as a designated lead and/or subject matter expert on cross functional PHO teams to ensure linkages and collaboration across PHO.
- Represents the Procurement function, its initiatives and services and PHO in consultations, relationships and collaborative partnerships with government, other provincial agencies, non-governmental organizations, professional associations and other academic and community partners. Liaises with Ministry staff on planning and performance matters where applicable.
- Keeps abreast of the latest research and developments in area of specialty within PHO and at other agencies.
- Supports PHO in the provision of response in an emergency, pursuant to responsibilities as delegated in an emergency response plan; supports PHO's 24/7 incident and emergency response through shared participation in on-call schedule, as required.

## **EDUCATION AND KEY QUALIFICATIONS**

- **Education and Certifications:** Bachelor's degree, with a relevant field of specialty, preferably in business management, business administration and/or commerce. Certified Supply Chain Management Professional (SCMP) from the Purchasing Management Association of Canada is an asset.
- **Procurement Experience:** Five (5) years' progressive experience and a proven track record in all facets of procurement and supply chain management. Ideal experience will include at least three (3) years experience in public sector contract management and three (3) years of direct supervisor experience.
- **Critical Thinking:** Proven ability to provide expert advice, input and negotiation services into the development and execution of procurement strategies and related processes; acts as the subject matter expert to program leaders and procurement staff in the interpretation of the government's directives and PHO's procurement policies.
- **People Leadership:** Experience and ability to provide exceptional leadership to staff, including mentoring and coaching coupled with the ability to be proactive and build enthusiastic, high performing staff teams in a unionized work environment.
- **Stakeholder Engagement and Relationship Management:** Progressive experience managing and planning in an environment involving multiple clients, vendors, relationships, stakeholders and specialized procurement needs.

- **Planning, Negotiation and Contract Management:** Experience planning, negotiating and managing contracts within a procurement framework.
- **Customer Service Excellence:** Skilled at ensuring that procurement and supply chain needs are met through ongoing review of services, prioritization of work and working with leadership in business planning and business process improvements.
- **Project Management:** Skilled in managing multiple projects and delivering measurable results.
- **Policy and Legislation:** Knowledge of the Ontario Public Sector's procurement framework and principles of accountability, fairness, value-for-money.
- **Technology:** Proficient in the use of ERP systems and a variety of computer applications, including MS word, Excel, Power Point and SharePoint.
- **Communication and Interpersonal:** Excellent oral communication, consultation, interpersonal and presentation skills, to manage collaborative working relationships, interact with all levels of management/staff and provide expertise in the development of procurement requirements, including procurement strategies; able to develop and present business cases involving technical information.

## HOW TO APPLY

To explore this opportunity please apply via email by **February 9<sup>th</sup>, 2022 or sooner to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca)** quoting project **PHO-MP**. Should you wish to speak to our Executive Recruiter please contact Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.com](mailto:jon@waterhousesearch.com) or Amy Oliveira at 416-214-9299 x4, [amyoliveira@waterhousesearch.com](mailto:amyoliveira@waterhousesearch.com).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*