

Job Posting
Manager, Procurement
Permanent Full Time

Reports To: Director, Corporate Procurement & Contracts

Location: Flexible to be located at any of the 14 HCCSS office locations

CARE AND BE CARED FOR – THIS IS YOUR HOME

Are you a strategic leader that drives effectiveness, efficiency and high quality performance? Do you have experience planning, directing, and organizing purchasing functions and contractual agreements? Are you passionate about exceptional health care and driven by a desire to help others?

If so, take a look at this rewarding career opportunity working alongside a supportive and collaborative team of over 8,000 regulated health care and other professionals. We are amid a momentous time for health care in Ontario as we move to a more connected health care system through the Ontario Health Teams model of care.

Home and Community Care Support Services is looking for an experienced leader in corporate procurement with in depth knowledge of the Ontario Public Service (OPS) Procurement Directive, experience managing contracts of substantial scope, and expertise in procurement leading practices.

Reporting to the Director, Corporate Procurement & Contracts, this position is responsible for facilitating high quality patient services through the effective management of the procurement cycle; RFX planning, negotiations and award implementation, contract management and performance improvement provincially across Home and Community Care Support Services. This position is also accountable for developing and maintaining a Central Repository for legal and contractual agreements. The Manager, Procurement leads and participates in and demonstrates an understanding of quality, risk and patient safety principles and practices. The incumbent follows all safe practices and procedures to support a safe client and working environment.

What do we offer?

We know wellness is supported with work-life balance. In an inclusive culture committed to support your passion for continuous learning, growth and innovation, we offer:

- Attractive comprehensive compensation packages and benefits
- Valuable development opportunities
- Membership in a world class defined benefit pension plan.
- Flexible work location [this position can be located at any of the 14 Home and Community Care Support Service offices]

What will you do?

- Works with internal departments to develop a procurement strategy and prepare RfX which provide an open and fair competitive bidding process and are aligned with legal/regulatory Directives and guidelines
- Monitors procurement policy & procedure as it relates to the procurement of administrative and non-client goods and services, to ensure compliance with legislation and changes to Directives
- Oversees the development of the specifications, weighting and relevant evaluation criteria for the RfX processes
- Collaborates with internal departments regarding vendor selection and executes procurement process according to directives, policies and procedures and contract management strategies.
- Ensures appropriate controls, quality standards and risk management strategies are in place for all procurement initiatives and complies with the provincial procurement framework, OPS Directives and internal policies and procedures
- Manages contracts including monitoring contract compliance and overall impact on budget
- Assist in the development and analysis of reports for the purposes of quality improvement and performance management
- Assists in the development and reporting to external stakeholders and funders (LHIN, MOH, etc.) as required
- Assumes accountability for the oversight of a Central Repository for legal/contractual agreements
- Provides staff at all levels with an awareness and understanding of the procurement cycle, and provides advice on procurement method, contract terms and conditions, contract management and post evaluation processes.
- Participates as a member of the Procurement Steering Committee provincially with the 14 HCCSS agencies for the purpose of assisting in the implementation of provincial best practices related to procurement and contract management

What must you have?

- University Degree in a related field, college diploma and / or equivalent education and experience

- 3-5 years' experience in related positions
- Knowledge of concepts, latest issues, leading practices and procedures for procurement and contract administration management, monitoring, and compliance
- Understanding contract law and related legislation, OPS Directives and Trade Agreements
- Good knowledge of related budgeting, financial, and monitoring processes (e.g., billing, invoicing, planning, performance reporting, etc.)
- Expert knowledge of RFX tools and systems available
- Demonstrated excellent planning and organizing skills to manage a variety of contracts and processes simultaneously
- Ability to use MS Office applications (e.g., Word, Excel, PowerPoint, Teams, etc.)
- Listens effectively to requirements and demonstrates strong communication skills to write technical documents and discuss specifications/conditions with relevant parties
- Proven leadership skills to provide guidance, mentorship, direction and feedback
- Strong negotiation skills to support contract discussions
- Strong communication skills, both verbal and written, related to contracts, policy development, briefing notes, business cases, training and education
- **We have a mandatory COVID-19 vaccination policy. As a condition of employment, all employees are required to submit proof of COVID-19 vaccination status prior to start date.**

What would give you the edge?

- Supply Chain Certification (CPSM) or equivalent purchasing/procurement certification
- Understanding of the HCCSS stakeholders, client service delivery frameworks and methods, and issues and priorities within the health care sector and their impact on procurement
- Expert customer service skills; understanding of HCCSS' stakeholders, organizational framework and issues and priorities within the healthcare sector, including their impact on procurement

Who are we?

We are Home and Community Care Support Services, ready to serve every person in Ontario.

We partner with patients and caregivers, primary care providers, hospitals, long-term care and retirement homes, service providers and Ontario Health Teams, to deliver responsive, accessible, integrated, patient-centred care.

Why join us?

If you're interested in driving excellence in care and service delivery, and seeking an unparalleled opportunity to lead and learn, partner and connect, care and be cared for, this is your home.

Equity, Inclusion, Diversity and Anti-Racism Commitment

Home and Community Care Support Services is committed to a culture of equity, inclusion, diversity and anti-racism. We are committed to attracting, engaging and developing a workforce that reflects the diverse communities we serve. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request.

Please visit [Current Opportunities | Home and Community Care Support Services \(healthcareathome.ca\)](#) and click to view listing of provincial opportunities.

Interested candidates should submit their resume and cover letter no later than Monday, September 4th, 2023 at 11:59 p.m.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.