

Director, Strategic Procurement

Hours of Work: Full-Time Position, Days

Department: Vice President & Chief Financial Officer

Salary: Class 9 - \$137,746.44 - \$165,296.43 per annum + benefits/pension (HOOPP)

Location: Kingston General Hospital & Hotel Dieu Hospital sites – Kingston, Ontario, Canada

POSITION SUMMARY:

Reporting to the Chief Financial Officer (CFO), the Director, Strategic Procurement will protect Kingston Health Sciences Centre (KHSC) from the escalating financial impact of international tariffs on essential medical supplies, equipment, and technology. Operating alongside-but independent from-our Group Purchasing Organizations (GPO), the Director will deliver measurable cost avoidance, improve procurement agility, and help safeguard supply resilience by implementing localized, tariff-savvy strategies. Will be responsible for monitoring procurement activity to ensure compliance with government requirements.

Within this role the employee is accountable for contributing to the delivery of the Kingston Health Sciences Centre strategy. As an employee, one 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:

Strategic Influence & System-Level Leadership

- Developing an institutional strategy to mitigate global tariff risks across multiple departments and clinical programs
- Acting as KHSC's internal and external subject matter expert on international trade, customs, and procurement strategy
- Representing KHSC in high-level discussions with federal/provincial agencies (e.g. CBSA, Health Canada) and industry groups (e.g. HealthPRO, Ontario Health)
- Identifying and implementing opportunities for system-wide savings and procurement resilience beyond the scope of traditional purchasing

Independent Authority & Expert Accountability

- Holding external entities (e.g. Mohawk Medbuy (MMC)) to account for contract performance, responsiveness, and compliance with trade-related best practices
- Working autonomously with a mandate to challenge status quo supply strategies and renegotiate high-value contracts

Cross-Functional Collaboration & Influence Without Authority, Reputation & Risk Mitigation

- Advising or influencing clinical department heads, finance leaders, and senior executives on purchasing strategy and substitution options – often in areas with limited precedents
- Leading cross-functional working groups or task forces on tariff mitigation and trade-risk response
- Reducing exposure to sudden global market shifts by implementing long-term tariff-resilient sourcing strategies
- Anticipating financial impacts of pending or proposed trade actions and guiding hospital planning accordingly.

Innovation, Complexity, and Problem-Solving

- Identifying and executing creative supply chain solutions to bypass tariff-related cost increases, especially for niche clinical needs
- Navigating evolving and ambiguous trade policies, interpreting legal/ regulatory changes, and translating them into practical hospital strategies.

Oversight of Third-Party Contracts and Processes related to Purchasing

- To provide oversight, in support of the CFO, to the following MMC functions
 - Onsite purchasing functions
 - RFP processes
 - Contract renewal timeliness
 - Navigating internal leadership challenges with MMC responsiveness
- Supporting migration from existing SAP, purchasing related functions, to the updated software and connections with MMC.

**NOTE: The above duties are representative but are not to be construed as all-inclusive. A full job description is available upon request at Careers@kingstonhsc.ca*

BASIC QUALIFICATIONS

- Minimum University degree in relevant field
- Master's Degree or Supply Chain designation (SCMP, CPSM, etc.) strongly preferred
- 7-10+ years of experience in procurement or contract management
- Exposure to international sourcing or hospital operations
- Strong data analysis, negotiation, and stakeholder engagement skills
- Strong experience in managing third-party contractors and vendor relationships
- Excellent negotiation, analytical, and problem-solving skills
- Familiarity with contract law, compliance and risk management
- Proficiency in procurement software and ERP systems
- Successful criminal background check with vulnerable sector search

PHYSICAL REQUIREMENTS:

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

To apply for this position, please visit our job board at:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=101029&company=KGH>