

## < HOME AND COMMUNITY CARE SUPPORT SERVICES >

### Manager, Procurement and Contracts, Administration

Permanent, Full-Time

**Location: Hybrid work environment, with a flexible work location (any of the 14 HCCSS office locations across the province)**

#### **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 involves responsibility for procuring high-quality corporate goods and services through the effective management of the procurement cycle, including Procurement planning and execution of procurement documents; evaluation of vendor responses; and contract negotiations and awards. This position also has accountability for contract management and performance improvement across Home and Community Care Support Services. The Manager, Procurement and Contracts, Administration, supports the HCCSS administrative functions in developing business requirements and leads all aspects to procurement to achieve value for money and a successful contract award that meets the needs of HCCSS. The new Manager is expected to develop a level of expertise in the functions being supported.

#### **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.
- Hybrid work environment and flexible work location (position can work in any of the 14 HCCSS office locations across the province).

#### **What will you do?**

- Works with Administrative functions to develop a procurement strategy roadmap.
- Executes the procurement roadmap through the preparation and execution of procurement documents which provide an open and fair procurement process in alignment with OPS Directives and guidelines.
- Supports the Administrative functions in the development of business requirements, evaluation criteria, and scoring of vendor bids.
- Negotiates and awards contracts in collaboration with the Director, Corporate Procurement & Contracts.
- Achieves value for money for HCCSS.

- Ensures compliance with Directives and procurement policies and procedures, and creates new policies and procedures as required as Directives change.
- Manages contracts, including monitoring contract compliance and overall impact on budget.
- Develops and analyses reports for the purposes of quality improvement and performance management.
- Prepares procurement reports as required by the Ministry of Health (MOH) and other external stakeholders.
- Prepares business cases for senior management and Board sign-off for single- or sole-source procurements.
- Provides senior management and management with an awareness and understanding of the procurement cycle.
- Advises on the procurement method, contract terms and conditions, contract management and vendor performance management.
- Maintains relationships with Vice-Presidents of Administrative functions to ensure business requirements are being met.
- Responds to vendor procurement enquiries on behalf of HCCSS.
- Builds and maintains relationships with HCCSS employees to promote collaboration and enhance the perceived value of procurement services.
- Maintains effective business relationships with contracted vendors and suppliers, as well as administrative functions, to promote quality service and resolve issues in a collaborative and efficient manner.

### What do you need?

- University degree in a related field, college diploma and/or equivalent education and experience
- Supply Chain Certification (CPSM) or equivalent purchasing/procurement certification, an asset
- 5-7 years' experience in the procurement field plus 1-2 years' leadership, preferred
- Previous support of administrative functions' procurement, including Information Technology, Finance, Human Resources, Quality and Risk, and Project Management
- Knowledge of concepts, latest issues, leading practices and procedures for procurement and contract administration management, monitoring, and compliance
- Understanding of contract law and related legislation, OPS or Broader Public Sector (BPS) Directives and Trade Agreements
- Good knowledge of related budgeting, financial, and monitoring processes (e.g., billing, invoicing, planning, performance reporting, etc.)
- Expert knowledge of procurement tools and systems available
- Demonstrated excellent planning and organizing skills to manage a variety of contracts and processes simultaneously
- Advanced ability to use MS Office applications (e.g., Word, Excel, PowerPoint, Teams, etc.)
- Ability to listen effectively to requirements and demonstrated 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?

- 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 health care sector, including their impact on procurement
- Preference will be given to candidates who are proficient in both official languages

### Who are we?

**We are Home and Community Care Support Services, ready to serve every person in Ontario.** We partner with patients and caregivers, family physicians, 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. Please apply online, with your resume and cover letter, at <https://healthcareathomejobs-en.icims.com/jobs/6828/manager%2c-procurement-and-contracts%2c-administration/job>

**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.

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