

< HOME AND COMMUNITY CARE SUPPORT SERVICES >

Senior Analyst, Procurement

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 skilled procurement professional that strives for excellence and quality to create optimal value for the organization? Do you enjoy the challenge of leading large, complex procurement initiatives? 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.

As a Senior Analyst, Procurement, you will have extensive experience in leading complex end-to-end procurement processes for a wide variety of goods and services, and will support the efficient operations of the procurement function through effective contract management practices and procurement methodologies. You will manage large and complex competitive procurement processes by working with an interdisciplinary team within the organization through the procurement lifecycle, from RFX through to contract award and implementation. In this position, you will play a critical role in supporting the organizational transition and transformation of 14 HCCSS organizations to Ontario Health atHome, specifically in ensuring standardization, efficiency, and implementation of best practices across the Procurement portfolio.

As the Senior Analyst, Procurement, you will ensure compliance with Ontario Public Service (OPS) Procurement Directives and Home and Community Care Support Services relevant policies and procedures as well as lead the organizational education, training and development on procurement processes and legislation. You will meet with Vendors and User departments across the Province to resolve any Vendor issues and assist with the monitoring of Vendor contracts. You will also be accountable for ensuring that all legal contracts for the organization are duly executed and stored in a secure database, and for managing reporting to ensure that contracts are procured or renewed accordingly.

What will you do?

- Lead provincial and/or regional procurement initiatives for large and complex procurement activities
- Support the coordination of various Ministry reporting and/or audits involving procurement
- Lead provincial and regional procurement projects
- In collaboration with the Manager, Procurement, coordinate key procurement activities required to transition from 14 legal entities into one organization as Ontario Health atHome
- Develop and implement education for staff and leaders across HCCSS on procurement best practices, legislation, and process requirements to increase the perceived value of procurement
- Develop, prepare, analyze and present procurement and spend reports on a monthly, quarterly and annual basis
- Lead all Information Technology procurement activities for HCCSS
- Proactively assess, define and resolve complex procurement issues
- Develop and deliver training and communication materials relating to procurement policies and processes
- Establish and maintain a strong client focus, attitude and execution as a service department within HCCSS

- Foster a change culture, and utilize best-in-practice processes
- Drive the organization's procurement activities to effectively execute procurement strategies and transactions, meeting HCCSS business needs. This includes RFBs, RFQs, evaluations, negotiations, award of purchase orders and agreements, and expediting close-out activities
- Develop strong relationships with internal partners, including leaders across HCCSS, in order to successfully complete critical procurement processes
- Build and foster relationships with external partners, including OHTs, Supply Ontario, Vendor of Record organizations, and Ministries
- Promote the ongoing development and sustainability of a purchasing framework with engagement of both internal and external stakeholders
- Ensure that procurement commitment approval and contracts align with the HCCSS Financial Signing Authority (FSA) policy
- Develop the procurement business case, specifications/standards for the goods or services required, weighting and relevant evaluation criteria for individual RFX processes; develop appropriate procurement documents and contract; and manage all aspects of the competitive procurement process, including any necessary postings to the Ontario Tenders Portal (or equivalent platform)
- Implement policies and procedures to ensure alignment with applicable legislation, directives and Trade Agreements and achieves compliance
- Maintain current knowledge and ongoing continued education with regard to procurement modernization and data analytics, and stay apprised of changes to the provincial procurement framework to effectively lead as a subject matter expert in the procurement arena and change management practices
- Navigate the Ministry of Public and Business Service Delivery (MPBSD) Vendor of Record program on behalf of the organization to provide procurement advice regarding approach and Vendor selection
- Network with peers in other HCCSS offices, participating in committees to advise on new guidelines, process changes, templates, product evaluations, etc.
- Manage a centralized repository/database for all legal agreements

What do you need?

- University degree or college diploma in a related area such as Health Administration or Business, Project Management
- Certified Professional Purchaser (CPP) or Council of Supply Chain Management Professionals (CSCMP) designation, an asset
- 4-6 years' experience in a previous procurement and/or contracts department working with complex and high-dollar contracts
- Demonstrated experience with procurement of IT hardware, software and professional services to support the HCCSS IT portfolio
- Experience working with OPS Procurement Directives, a strong asset
- Working experience in a multi-disciplinary environment
- Advanced analytical skills, including advanced Excel, PowerPoint and written reports, with the ability to gather and analyze data, prepare written reports and direct others in the requirements of data analysis
- Excellent negotiation and facilitation skills and advanced business acumen
- Knowledge of contract law
- Strong project management skills, with the ability to manage and oversee multiple projects simultaneously and meet tight timelines
- Superior change management skills, including assessing need for change, engagement of stakeholders as well as design and deliver change
- Strong problem-solving skills as well as a proven ability to work with, and pay close attention to, accuracy and detail
- Strong verbal and written communication skills
- Excellent presentation and training skills, with the ability to communicate complex principles and legislation clearly to different levels across the organization

- Proven ability to work independently and as a team player and in a fast-paced, changing environment
- Excellent ability to develop and foster positive relationships with internal and external partners

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?

- Knowledge of OPS Procurement Directives
- Understanding of the role of Supply Ontario and the Ministry of Public and Business Service Delivery (MPBSD)
- Knowledge of the Province’s Vendors of Record (VORs), and mandatory compliance requirements

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)

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/6829/senior-analyst%2c-procurement/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.