



**POSITION:** REGULAR FULL TIME CONTRACT SPECIALIST POSITION  
**DEPARTMENT:** PURCHASING  
**POSTING DATE:** December 12, 2018  
**POSTING DATE:** February 12, 2019

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In 1999, as part of the ongoing efforts in healthcare restructuring, The Willett Hospital in Paris and the Brantford General Hospital became the first two partners in The Brant Community Healthcare System, a community wide system that supports the improvement of Programs and Services provided through the two facilities. With a total of 262 beds, the BCHS, a 5-time Hamilton-Niagara Top 10 Employer and recipient of the inaugural Employer of the Year Award by the Registered Practical Nurses Association of Ontario, is an affiliated teaching site of McMaster University Michael G. DeGroote School of Medicine. Brantford General Hospital is a regional acute health center and the Willett site provides urgent care and community outreach programs.

**Position Summary:** The Contract Specialist seeks new ways to reduce and/ or eliminate costs and maintain or improve product, service, and supplier quality. Ensures all BPS (Broader Public Sector) guidelines, practices, sourcing policies and procedures are followed. Delivers exceptional customer service and maintains strong business relationship with Corporate Customers and suppliers, utilizes contract management systems and improvement processes.

**Qualifications:**

- Certification or professional designation: PMAC, CPP, SCMP or OPB or equivalent is an asset;
- Minimum five (5) years progressive strategic sourcing experience with multi-stakeholders in public sector environment;
- Healthcare purchasing experience preferred;
- Knowledge of public purchasing legal requirements, principles and ethical code of Conduct;
- Knowledge of Lean Six Sigma, e-commerce, strategic processes;
- Negotiation, active listening, critical thinking, analytical thinking, judgement and decision; making, reading comprehension, project management, financial analysis, Time management, presentation, and operational analysis skills required

**Primary Responsibilities:**

- Acts as the Project Lead for RFX initiatives and the Evaluation Team;
- Understands and performs Market and Spend Analysis;
- Collaborates with all stakeholders to build consensus when required;

- Ensures Documentation/Distribution/Retention of information is complete using the accepted forms and stores /captures in compliance as per process/policy;
- Coordinates activities with other internal groups i.e.: Value Analysis Team, Logistics Analysts;
- Manages the strategic sourcing procurement processes effectively;
- Coordinates conversions and associated implementation plans;
- Mitigates costs, maintains and /or improves the level/quality of the service or business awarded under the agreement through contract management;
- Facilitates sourcing activities related to projects/initiatives such as the development of RFX documentation, evaluation and financial analysis;
- Negotiates, constructs and executes final contracts as an outcome of competitive or approved non-competitive process;
- Ensures Compliance with BPS laws and trade agreements.

### **Contract Management**

- Ensures Supplier Meetings and Management of awarded business agreements are undertaken as per policy;
- Tracks agreement compliance and validation as well as rebates and savings/value;
- Manages day to day supply issues (back orders, discontinuations, quality issue, complaints);
- Identifies opportunities for non-contract spend reviews;
- Understands the value of and participates in Standardization and Value Analysis;
- Able to address expiring contracts, Slow moves/No moves and Single item Vendors in the warehouse;
- Builds and maintains relationships with GPO (Group Purchasing Organization) and SSO Mohawk /Medbuy and acts as liaison with both as required;
- Back up for the Manager of Procurement when required;
- Maintains RFP/RFQ/RFI and related contract templates.

Safety (patient, worker & workplace) is a BCHS Corporate Priority. The successful applicant will demonstrate good stewardship in the identification, reporting and mitigation of unsafe acts or conditions.

***The position requires the ability to remain calm and effective in stressful situations, meet deadlines and work well under pressure. Concentration is required to perform duties accurately and safely in a high activity environment.***

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The Brant Community Healthcare System is an equal opportunity employer. In order to ensure equal opportunities during the recruitment and selection process, Brant Community Healthcare System provides accommodations for applicants with disabilities upon request.

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To submit your application, please forward your cover letter and resume to [humanresources@bchsys.org](mailto:humanresources@bchsys.org)

***Please note positions open until filled***