

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting temporary full-time opportunity as a **Strategic Sourcing Specialist (Competition #103.18)** exists in the Operations Department reporting to the Director, Contracts and Procurement.

Summary of Duties, but not limited to:

- Will take the lead role for the competitive procurement initiative to manage the processes, supplies, and technology acquisition for the Energy Management Solution, using an innovation procurement method
- Will ensure a collaborative process with all team members
- Responsible for ensuring that an effective coordinated effort is in place.
- Will collaborate with the other team members to ensure effective teamwork, implementation of the program's recommendations, achievement of the targeted outcomes and the effective use of resources with the program.
- Take a lead role in negotiation for this project.
- Be a role model demonstrating professional and organizational core competencies

Leadership/Administrative

- Analyze innovation procurement options and recommend procurement strategy
- Lead the innovation procurement process in compliance with the regulatory framework
- Lead Market Sounding sessions to encourage vendor engagement and participation
- Facilitate the development of stakeholders' requirements and outcome-based specifications.
- Develop and manage evaluation methodology and criteria in conjunction with evaluation committee to facilitate maximum value for stakeholders
- Develop and manage procurement documents in conjunction with evaluation committee
- Lead the evaluation process through each stage of the competitive process, through to contract award
- Act as single point of contact for vendors
- Lead vendor dialogue and negotiation strategies and processes
- Lead the vendor debrief process
- Complete contract value analysis and report cost savings, other savings and value adds
- Maintain accurate and complete document retention to meet control and audit requirements
- Report to the Ministry as the external funder
- Clearly document project processes, progress and outcomes as this project will become a test case that will be shared across the provinces at annual conferences

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- Excellent knowledge and understanding of hospital environment
- Excellent ability in negotiation skills
- Proven ability to impact, influence and interact with the various levels of the organization and external stakeholders
- Exceptional ability to persuade, convince and negotiation with influence in order to support objectives
- Exceptional analytical, investigative, problem solving and troubleshooting skills
- Excellent written and oral communication skill to communicate effectively with cross-functional teams and other internal and external stakeholders
- Excellent organizational and time management skills
- Attention to detail and high level of accuracy
- Proven ability to meet project timelines
- Creativity, adaptability and strong understanding of the customer needs
- Holds self-accountable for achieving established performance objectives
- Knowledgeable in all facets of MS Office, specifically Excel/Pivot Tables
- Strong commitment to Customer Service
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: April 19, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.