

**JOB DESCRIPTION**

<b>POSITION (Title):</b>	MANAGER – STRATEGIC SOURCING
<b>DIVISION:</b>	INFRASTRUCTURE & PLANNING
<b>DEPARTMENT/SERVICE AREA:</b>	STRATEGIC SOURCING
<b>SITE:</b>	ST. JOSEPH'S HOSPITAL
<b>REPORTS TO (Title):</b>	DIRECTOR – FINANCIAL SERVICES

**GENERAL ACCOUNTABILITY:** Reporting to the Director – Financial Services, the Manager – Strategic Sourcing is responsible for the effective leadership, management, coordination, and oversight of all purchasing and strategic sourcing functions at St. Joseph's Care Group. The Manager leads the Strategic Sourcing team in the planning, sourcing, and procurement of supplies, services, and capital equipment, ensuring activities are conducted in a compliant, cost-effective, and efficient manner from initial planning through contract execution and ongoing contract management.

**LEADERSHIP ACCOUNTABILITIES** (based on the Canadian College of Health Leaders, Health Leadership Capabilities Framework)

**Leads Self**

- Aware of own assumptions, values, principles, strengths, and limitations
- Takes responsibility for own performance and health
- Actively seeks opportunities and challenges for personal learning, character building, and growth
- Models qualities such as honesty, integrity, reliance, and confidence
- Makes insightful assessments and is sensitive to the underlying complex root causes of individual or group behaviour patterns and takes appropriate action to resolve workplace related issues/problems
- Develops and maintains a leadership presence, demonstrates resiliency, knows one's own strengths and limitations, and seeks support when needed
- Manages one's own energy and paces efforts for the long haul

**Engages Others**

- Ensures team members to commit to the organization mission, values, and strategic direction; inspires others to accept challenges; builds relationships and publicly challenges the status quo; and helps others recognize the need for change
- Delegates full authority and responsibility to those responsible for, and capable of, a task including the opportunity to make and learn from mistakes in a non-critical setting
- Identifies training and development needs of staff, and provides in-depth coaching to optimizing talent development amongst staff
- Acts to address performance issues directly and promptly

**Achieving Results**

- Collaborates and builds links across and outside the organization, aligns multiple workgroups in quality improvement and practice innovation, generates and maintains an environment that encourages development of new ideas and effectively manages conflicts as they arise
- Anticipates areas where support and influence will be required and builds needed support at relevant stages of an initiative

- Analyzes performance information and sets stretch and long term goals/targets for self and team, develops plans to make complex, challenging results achievable and achieves planned results

### **Develops Coalitions**

- Maintains familiarity with the priorities and values of many internal and external stakeholders and builds coalitions and consensus where interests intersect
- Uses a long term perspective to anticipate served populations' and stakeholder needs, optimizes human, financial and infrastructure resources to meet the needs that align with SJCG's strategic priorities and leads quality improvement capacity development across service areas

### **System Transformation**

- Engineers and promotes new opportunities/solutions, displays an innovative mindset
- Understands the health care system and formulates proactive strategies to optimize flow, functionality, and effectiveness of service design and delivery
- Looks for opportunities to drive financial improvements through alternate service delivery options
- Differentiates the organization by identifying unique opportunities to exceed expectations and achieve positive outcomes
- Evaluates and links short-term objectives to the long-term strategy/goals, regularly reviews own and team's actions against the organization's strategic plan

### **SPECIFIC ACCOUNTABILITIES:**

- Oversees the daily operations of the Strategic Sourcing Department, ensuring procurement activities comply with organizational policies and procedures, the Broader Public Sector (BPS) Procurement Directive, and applicable trade agreements and legislation.
- Provides strategic leadership and oversight for sourcing initiatives, including competitive procurement processes for goods, services, and capital equipment from planning through contract award and lifecycle management.
- Leads, mentors, and manages Strategic Sourcing staff, including workforce planning, recruitment, training, coaching, and performance management to maintain a safe and collaborative work environment.
- Provides expertise and guidance in complex procurement activities, including the development of specifications, procurement strategies, competitive sourcing documents, contract negotiations, and award recommendations in collaboration with internal departments.
- Manages the development, maintenance, and oversight of procurement documentation, including the Request for Goods and Services registry, contract registry, and procurement records in accordance with organizational document retention requirements.
- Analyzes market conditions, supplier capabilities, and industry trends to identify sourcing opportunities, inform procurement strategies, and support organizational decision-making.
- Working closely with the clinical teams when organizing and conducting trial processes based on specification criteria.
- Represent the Strategic Sourcing department in the Product Evaluation Committee (PEC) meetings
- Liaises with Group Purchasing Organizations (GPOs), suppliers, and external partners to support collaborative procurement initiatives and ensure compliance with applicable agreements and contracts.
- Supports contract lifecycle management activities including contract implementation, vendor performance monitoring, issue resolution, and periodic supplier reviews with internal departments and suppliers.
- Understanding and ensuring organizational compliance with the Broader Public Sector (BPS) Procurement Directives, Canadian Free Trade Agreement (CFTA), Comprehensive Economic and Trade Agreement (CETA), Internal Trade Agreement, policies/procedures at SJCG, and Industry "leading practices."
- Contributes to the development, implementation, and continuous improvement of procurement policies, procedures, and sourcing practices to strengthen governance, efficiency, and risk management.
- Identifies and mitigates procurement-related risks and ensures sourcing activities support quality improvement, regulatory compliance, fiscal responsibility, and organizational safety objectives.
- Monitors and reports on sourcing activities, contract performance, savings opportunities, and procurement project timelines to support operational planning and financial stewardship.
- Performs other related duties as assigned.

## **HEALTH AND SAFETY:**

### *Employee Health & Safety*

Familiar with the applicable requirements of the Occupational Health and Safety Act (OSHA) and regulations and ensures compliance. Acts in accordance with the definition of 'competent supervisor' as defined by the OSHA including:

- Ensures the working environment is maintained in a health and safety condition and takes every precaution reasonable to protect workers
- Ensures personal protective equipment is available and used by workers
- Investigates and determines the causes of all accidents and injuries; recommends and initiates corrective actions
- Ensures compliance to legislation and safe work procedures and uses disciplinary actions if required to enforce the importance of safety
- Evaluates the health and safety performance of employees
- Ensures employees receive proper training and instruction before beginning work
- Attends and ensures employees attend ongoing safety education
- Provides employees with written instruction on safe work procedures
- Ensures employees who drive for employment-related activities participate in the Drivers' Safety program; have a valid driver's license, appropriate insurance coverage
- Identifies and informs Manager and appropriate others of occupational health and safety concerns

### **Client Safety:**

Supports and contributes to a culture of safety and promotes client safety

- Promotes open interdisciplinary collaboration and communication in a supportive environment
- Encourages and supports reporting of client safety problems and concerns, including actual and potential adverse events and incidents
- Ensures that these concerns and events are communicated to the necessary and appropriate persons and that the appropriate follow-up and improvements/changes are implemented
- Assesses client safety issues and concerns and actively participates in improvement activities
- Ensures that employees are aware of their roles, responsibilities and accountabilities for client safety and regularly evaluates staff on these accountabilities
- Ensures that safety reports are completed when necessary
- Ensures that verification processes and other checking systems for high risk care/service are utilized
- Ensures that care/service providers have access to and receive ongoing, effective training on targeted client safety focus areas

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## **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Director, Financial Services
- Works closely with counterparts in the Materials Management and Finance Department, staff and management in other departments, vendors and suppliers
- Provides leadership and support to direct reports in Strategic Sourcing Department
- Maintains collaborative working relationship with all internal and external contacts and direct reports ensuring behaviours are at all times congruent with SJCG Principles of Conduct

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## **QUALIFICATIONS:**

### **Education/Experience:**

- Post-secondary education in Business Administration, Supply Chain Management, Procurement, or a related field, or an equivalent combination of education and experience.
- Minimum five (5) years of progressive experience in purchasing, procurement, or strategic sourcing, including experience leading or supervising staff.
- Experience guiding teams through effective leadership and professional development.

**Skills/Abilities:**

- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with direct reports, coworkers, colleagues and external contacts.
- Strong leadership, organizational, and analytical skills.
- Excellent interpersonal communication, team building and coaching skills.
- Ability to function and contribute as an effective team member and to work independently.
- Ability to identify, understand, and meet/exceed the requirements of internal and external customers.
- Ability to effectively prioritize workload to meet various deadlines.
- Advanced proficiency in Microsoft Office applications (Word, Excel) and experience working with procurement or financial systems.
- Ability to perform the essential physical requirements of the job.
- Must be competent within the meaning of the *Occupational Health & Safety Act*

**Assets:**

- Strong knowledge of public sector procurement practices, including competitive tendering and contract law, preferably within a healthcare or broader public sector organization.
- Experience developing and managing vendor and supplier relationships.
- Professional designation such as CPP, SCMP, or equivalent.

**CONDITIONS OF EMPLOYMENT:**

- Must undergo a successful Criminal Record and Judicial Matters Check (CRJMC)
- Will be required to travel to various work locations and provide own transportation

<b>REVIEWED &amp; APPROVED BY:</b>			
DIRECTOR:	M. HEATH	DATE:	FEBRUARY 2026
HUMAN RESOURCES:	K. UPTON	DATE:	FEBRUARY 2026
SUPERSEDES:	MANAGER – PROCUREMENT & STRATEGIC SOURCING	DATE:	OCTOBER 2018 AUGUST 2014