



Hay River Health & Social Services Authority
3 Gaetz Drive, Hay River, Northwest Territories X0E 0R8

Job Description

IDENTIFICATION

| <i>Position Number</i> | <i>Position Title</i> | |
|------------------------|----------------------------|---------------------------------|
| U01-13-1135 | Senior Purchasing Officer | |
| <i>Department</i> | <i>Position Reports To</i> | <i>Site</i> |
| Materials Management | Director, Finance | H.H. Williams Memorial Hospital |

PURPOSE OF THE POSITION

Responsible for the planning, directing, controlling and coordinating all activities concerned with the flow of materials from point of acquisition to point of use and disposal. Duties are performed following Government of the Northwest Territories (GNWT) purchasing policy and regulation, PMAC purchasing standards and ethics, and other GNWT & Federal regulation and legislation. The duties are performed to ensure the end users are supplied with the right items, at the right time, for the best cost.

SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Extended Care hospital, which also provides Ambulatory outpatient and emergency services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development centre building; Diagnostic Imaging & Laboratory Services; Medical and Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

This position reports to the Director of Finance and is located in H.H. Williams Hospital in the community of Hay River, NT. The incumbent manages the Materials Management Department, with an O & M budget of \$32,000, and directly supervises the Purchasing Assistant and occasional casual relief staff. The incumbent is responsible for procuring supplies and services for the H. H. Williams Hospital, Woodland Manor, the Medical Clinic, Social Services, Public Health, Alcohol and Drug and Family

Counseling Centers, of both medical and non-medical nature, with an annual value of 2.5 million. An average of one hundred purchase orders, forty formal tenders, five requests for proposal and thirty-five service contracts are issued per year. The incumbent coordinates the purchases of the organization, its departments and programs, ensuring that a formal process is followed that will deliver good purchasing control, response and economy. Purchasing processes and procedures are in place to minimize supply emergencies, inconvenience, high costs conflicts with suppliers, and possible litigation. Inventory levels are managed with appropriate stock levels and order points to reduce inefficiencies, stock outages, and supply emergencies, resulting in poor client service.

RESPONSIBILITIES

1. Manages the Materiels Management Department by planning, organizing, monitoring and directing the operations, in accordance with the policies, procedures and regulation of the GNWT and the Hay River Health & Social Services Authority (HRHSSA)

Main Activities:

- Develop and implement the Materiels Management Department's strategic plans; goals and objectives; policy and procedures; and performance indicators to measure and report the results.
- Manages and performs the budgeting and financial control functions of the department, by developing operational and capital budgets and monitoring the department's financial performance against the budget on a monthly basis.
- Manages asset inventory systems.
- Acts as liaison with internal and external clients to keep the department abreast of changing requirements, trends and technologies.
- Represents the Department and the HRHSSA on committees and Multi disciplinary teams, to act as spokesperson for the department, and the HRHSSA on Materiels Management issues.
- Performs reporting functions of the department as required by management and fulfill the financial, statistical and other related reporting functions.
- Maintains an up-to-date complement of procurement and contract documents, ensuring appropriate updates and modifications to meet requirements of GNWT and HRHSSA policies, legal requirements and operational requirements through regular periodic review of document wording and legal clauses.

2. Manages, plans, and coordinates the acquisition of supplies, equipment and services for client departments, in accordance with the regulation, policy and procedures established by the GNWT and the HRHSSA. Maintains professional standards and ethics established by PMAC.

Main Activities:

- determine quantities and types of materials required and ensure that they are available when needed

- Ensure requisitions received from departments are complete, accurate, and authorized, ensuring expenditures requests are within available budget amount and scope limitations, appropriate spending authority approval signatures are obtained.
- Determine appropriate purchasing procedures to use depending on the estimated value of the requisition. (Formal tender, fax or telephone request for quotation.)
- Prepare and evaluate requests for quotations and tenders from vendors.
- Ensures that all purchases orders are processed through the Ormed Materiels Management program in an accurate, and timely manner
- Notify department of final cost, expected delivery and any relevant information regarding the order.
- Establish a good working rapport with vendor and client departments.
- Source and provide new product information as requested by end user.
- Recommend alternatives in products and sources.
- Obtain samples of new products for evaluation as required.
- Provide assistance in developing specifications for material and equipment required by the client department.
- Ensure MSDS records are received and updated as required.
- Assist Department Managers in drafting terms of reference, scope and deliverables requirements for tenders, requests for proposals, standing offer agreements, service contracts and other procurement documents required throughout the Department Manager's involvement in the procurement process.
- Advise Department Managers when questions arise on the Business Incentive Policy, contractual arrangements and contract reporting for procurements.
- Ensure procurement processes followed fall within the guidelines of established HRHSSA and GNWT policies and within the Business Incentive Policy as established by the GNWT.

3. Develop, implement, maintain and coordinate the service contracts and the central service contract management records system.

Main Activities:

- Maintain and administer original contract files and records for all departments.
- Diarize and monitor renewal dates for contracts with ongoing and multi-year requirements.
- Notify department managers when contracts need to be renewed or re-tendered.
- Issue invitations to tender and ensure that they clearly express the terms and conditions.
- Prepare tender evaluations and award recommendations for department managers.
- Monitor contractual agreements to ensure contractors are following the terms and conditions.
- Investigate and take corrective action with delinquent contractors.

- Update the GNWT Contract Reporting Registry for contracts entered into by the authority.
- 4. Manage and control the shipping and receiving services for the HRHSSA to ensure the correct material is received, and that the most effective and economical means of transport is used.**

Main Activities:

- ensure goods received are inspected and contents and condition verified.
 - ensure corrective action taken on incorrect or damaged shipments.
 - ensure that receipts are entered promptly in the materials management system.
 - Ensure all WHMIS regulated goods are stored and handled in a manner compliant with Federal and Territorial regulations.
 - ensure prompt storage of inventory items and delivery of non-inventory items to client departments.
 - ensure the maintenance of records of all Dangerous Goods shipments received
 - ensure that shipments are appropriately packaged for transport.
 - ensure that the best mode of transport is selected at the most economical cost.
 - Ensure that all shipments are compliant with the dangerous goods acts and documentation is accurately completed.
 - Ensure Maintenance of shipping records, for tracing and payment purposes
 - For items received by Department Managers, ensure appropriate documentation of receiving and condition of goods as well as completion of any other contractual commitments are documented before submission of documents for vendor payment.
- 5. Develop, implement, maintain and coordinate inventory stock requirements for all departments to ensure an adequate supply of materials are on hand to facilitate daily operations of the hospital.**

Main Activities:

- determine the quantities and types of materials that are needed on demand by the departments, and ensure that sufficient quantities are on hand.
- Ensure that the Ormed Materials Management System is set up, and maintained to facilitate the automated inventory re orders, by the appropriate usage of minimum order quantities, lead times and order points;
- Ensure that data and adjustments are entered promptly and accurately in the Ormed Materials Management System.
- Perform monthly inventory counts, and make adjustments so that the monthly Ormed Reports, (Inventory Status, Activity, & Order Status, Activity) are accurate and verified.
- ensure that requests for supplies are picked and delivered to the departments promptly.

- Maintain security of inventories, and ensure that the storage rooms are neat, clean and well organized.

6. Develop, implement and maintain a capital and controllable asset management system using Ormed CAM Program.

Main Activities:

- ensure that new asset acquisitions are Inventoried in Ormed CAM as received.
- Arrange for periodic inventory of capital and controllable assets and inputs the information into the CAM system.
- Manage the disposal of capital and controllable assets and update records in the CAM system.
- Manage and control the disposal of obsolete inventory, capital and controllable assets in accordance with HRHSSA disposal policy. Prepare documentation for disposal of capital equipment.
- Provide an updated inventory report of capital and controllable assets for to management as required for capital planning.

7. Provides guidance, direction and supervision to the staff in his/her department.

Main Activities:

- Develops and implements the strategic plans, goals and objectives and performance indicators to measure and report results for each staff member within the department.
- Recruits, develops, motivates and supervises staff in the department and fosters the creation of an environment conducive to high employee morale, group cohesiveness and teamwork.
- Conducts performance appraisals and monitors ongoing performance providing feedback to employee(s) including managing progressive discipline and conflict resolution to staff as required.
- Schedules staff activities, leave and attendance to ensure fully operational department staffing during normal business/working hours.
- Authorizes leave requests received from staff.
- Provides direction to staff on handling of unusual or complex procedures or transactions.
- Identifies staff training needs to improve levels of competency and utilization and comply with performance evaluation requirements.
- Coordinates staff training schedules, complying with operational requirements and budget limitations.
- Plans and implements cross training exercises to ensure that all purchasing staff can perform each other's duties on an emergency or temporary basis.
- Assists staff with the development of sound processes, routines and checklists that will serve to improve performance and efficiency.

POSITION ROLE IN CLIENT & STAFF SAFETY:

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy

workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

- This position requires a strategic thinking, results oriented individual with excellent organizational and people management skills.
- Knowledge and experience in a formal purchasing environment, that would have provided experience with dealing and interpreting, and implementing complex regulation, policy and guidelines, such as the GNWT and HRHSSA regulation, policy and procedures, and other Government acts and legislation.
- Experience and knowledge of general conventional purchasing standards and principals.
- Extensive experience in preparation of procurement and contracting documents such as Requests For Quotation (RFQ), Expression Of Interest (EOI), Standing Offer Agreements (SOA), As and When Contracts, Service Contracts (SC) and related operational tendering, bidding and contracting processes is an essential requirement of this position.
- Experience in procurement in an institutional environment is an asset to this position.
- Ability to communicate effectively with internal clients in order to gain their compliance with required purchasing procedures and minimize conflicts.
- Ability to communicate effectively with external clients in order to establish a good working rapport to gain their support for providing required goods and services more efficiently.
- Ability to motivate and guide subordinates to work effectively and efficiently in the conduct of their duties.
- Ability to operate materials handling equipment and lift large, heavy boxes.
- Ability to work under pressure and in stressful situations.
- Must possess a valid driver's license, since some in town traveling will be required, on an emergency basis.

These skills are normally acquired through either 1) completion of Level 3 or higher of the Supply Chain Management Professional designation (SCMP, previously Certified Professional Purchaser (see PMAC.ca website), 2) an equivalent level with the National Institute of Government Purchasing (NIGP) or 3) completion of a business administration or commerce degree. In addition, these skills are normally acquired through 4 years of demonstrated progressive experience in contract preparation and

procurement management. The incumbent must indicate a willingness to undertake or continue in the SCMP or NIGP Program to completion. Experience in an institutional environment would be an asset.

WORKING CONDITIONS

Physical Demands

| Physical Demands | Frequency | Duration | Intensity |
|--|-----------|-----------|-----------|
| Time spent at the computer | 5x a week | 5.5 hours | Moderate |
| Push cart loads of materials from stock room to departments | 3x a week | 2 hour | Moderate |
| Lifts heavy boxes as high as 6 feet onto shelves and trucks | 5x a week | 1 hour | High |
| Moves large loads of freight with pallet mover within the hospital | 3x a week | 2 hour | High |

Environmental Conditions

The incumbent is exposed to extreme weather conditions when loading or unloading delivery trucks. (Temperature ranges from +30 to -45 or greater with a wind chill.) The amount of time and frequency of these extreme conditions could average once a month for approximately one half hour. The incumbent works in an environment that provides some exposure to hazardous materials and infectious disease, through the handling of supplies and recyclables

Sensory Demands

Constant periods of concentration, assessment, analysis, accompanied by frequent interruptions that result in continually evaluating and shifting priorities. Close attention must be utilized in assessing information and responding to queries.

Mental Demands

The incumbent is subjected to stress through, client demands, the need to meet tight deadlines, and the need to work on multiple concurrent projects and tasks at all times. Constantly establishing and re-establishing priorities for multiple clients who feel their tasks or projects require top priority.

CERTIFICATION

Position Number:

| | |
|--|---|
| <p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p> | <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ Director/Chief Executive Officer Signature _____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> | |

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

Revised July 31, 2002
August 2010-scope & Client & staff safety
Revised March 2012
August 2012 editorial to qualifications