



POSITION DESCRIPTION

POSITION TITLE: REGIONAL DIRECTOR, MATERIELS MANAGEMENT

DEPARTMENT: MATERIELS MANAGEMENT

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE PRESIDENT CORPORATE SERVICES

POSITIONS SUPERVISED: REGIONAL MANAGER MATERIELS MANAGEMENT, INTERSITE COURIER

POSITION SUMMARY

The Regional Director, Materiels Management is a member of the Corporate Services Leadership team and is responsible for effective operation of the regional materiels management services. Primary responsibilities are procurement, warehousing, and distribution of supplies, courier and regional print shop / mail room services. The position of Regional Director, Materiels Management functions in a manner consistent with the Interlake-Eastern Regional Health Authority's Mission, Vision and Values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Directs the regional Materiels Management program, including the regional warehouse and regional courier service, print shop and mail room.
- Conducts employee performance appraisals.
- Provide leadership and guidance on achieving and maintaining applicable external standards and regulations regarding regional materiels management.
- Develops, maintains, and reviews regional policies and procedures for the materiels

- management program (i.e. purchasing, inventory management, etc.)
- Coordinates the procurement functions in purchasing of supplies, equipment, office furnishings, and services for the region.
 - Issues and signs, under the direction of Vice President Corporate Services, Purchase Orders for procurement purposes.
 - Prepares and receives documents for Request for Proposal, Request for Quotation or Tender.
 - Negotiates and awards contracts for supplies, equipment and services by optimizing suitability, price, service and quality.
 - Participates in the tender process and negotiation with vendors on a provincial basis and / or group purchasing as directed.
 - Monitors vendor performance and quality of goods and services received.
 - Standardizes, wherever possible, goods and services in the region.
 - Optimizes inventory level for cost, distribution, and utilization.
 - Assists in preparing and analyzing annual equipment planning.
 - Liaisons with vendor, client, management personnel and staff to foster positive working relationships.
 - Participates, in consultation with Vice President Corporate Services, in departmental, regional and external committees.
 - Maintains Quality/Risk Management Standards on all aspects of procurement, materials management, client services and vendor relations.
 - Prepare the annual regional work plan & operating budget for Materials Management for review by the Vice President Corporate Services
 - Monitor the annual operating budget for the Regional Materials Management department & maintains within allocated financial resources.
 - Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

Performance Measures

- Degree of supervision of staff performance, satisfaction, moral, development and retention effective.
- Implementation and coordination of regional materials management process and policies.
- Quantifiable cost savings and quality improvements achieved through effective leadership.
- Degree of achievement of annual work plan and budget objectives and goals.
- Personal professional development and achievement of career goals.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of Health Services Management Program or Business Administration Diploma

from a recognized accredited institution.

- Completion of Purchasing Management Association of Canada (PMAC) development program.

REQUIRED KNOWLEDGE:

- Knowledge and experience in group purchasing, warehousing, distribution and inventory control.
- Knowledge and experience in developing and monitoring public sector purchasing and materials management policy and procedures.

EXPERIENCE REQUIRED:

- Three – Five years' related experience, preferably in the healthcare industry.
- Three – Five years' supervisory experience.
- An acceptable combination of equivalent education and experience in healthcare Materials Management may be considered.
- Experience in employee and labor relations.
- Proficient in Great Plains Dynamic Materials Management software program essential or equivalent.
- Proficient computer skills in Microsoft Office.

SKILLS/COMPETENCIES:

- Demonstrated ability in contract negotiation with suppliers and other agencies.
- Demonstrated managerial ability.
- Ability to maintain positive working relationships with vendors, management personnel and staff.
- Demonstrated communication abilities, both written and oral.
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions.
- Good physical and mental health to meet the demands of the position.
- Self-motivated and team building.
- Ability to maintain an effective regional materials management program to optimize cost and quality of services and products.
- Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Travel throughout the region as duties may require.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
June 2016
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer,

layoff, and termination decisions. Well-constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.