

UW HEALTH JOB DESCRIPTION

MANAGER, PROCUREMENT

Job Code: 421009	FLSA Status: Exempt	Mgt. Approval: J. Hood	Date: October 2023
Department: Supply Chain – Procurement Services		HR Approval: S. Whitlock	Date: October 2023

JOB SUMMARY

The Manager, Procurement will serve as the operational leader for all procurement services and manage the system-wide execution of strategic sourcing and contracting for assigned categories across the UW Health system. The position is responsible for maximizing functionality of the UW Health ERP system to deliver standardized and efficient workflows that facilitate high quality service across all areas of operations. The manager will empower their team to achieve success in the areas of aggregating and reducing UW Health system spend, increasing operational efficiency and increasing team productivity.

The position leads service alignment of all of UW Health owned and affiliated purchasing operations, working to develop and assure standardized and efficient workflows, as well as high quality service across all areas of the health system. This includes establishing, meeting and continuously monitoring the goals and objectives of procurement services while maintaining alignment with the strategic goals and objectives of UW Health. The range of duties and responsibilities are broad and varied, including management of day-to-day operations, creation and maintenance of repeatable processes and human resource management. The position works closely with a variety of stakeholders and coordinates the activities of many leaders and employees, across the UW Health enterprise.

MAJOR RESPONSIBILITIES

- Responsible for implementation of the UW Health strategic Sourcing and Contracting vision to include key elements of leveraging system wide spend, delivering cost savings, providing exceptional customer service, ethical procurement practices and accountability (team, personal and fiscal).
- Provides oversight, consultation, and guidance to UW Health departments, and Procurement staff, regarding the development and implementation of efficient sourcing and category management strategies.
- Assists Contract Managers in creation of negotiation strategy for high-value contracts, overall management and activation processes and procedures of Group Purchasing Organization contracts. Communicates cost savings potential of contract changes to internal customers and UW Health Leadership
- Provide management of Purchasing team members performing transactional buying and exception management.
- Responsible for development of staff to achieve increasingly productive supply chain management roles.
- Prepares and delivers annual employee performance evaluations and documents employee performance in accordance with established standards, initiating discipline when necessary.
- Provides subject matter expertise and guidance for Sourcing and Contracting and Purchasing departments.
- Performs contract review (interfacing with Legal department when needed), including the authority to execute contracts.
- Provides oversight to staff regarding contractual agreements and terms with suppliers.
- Models management of key suppliers and department staff to improve supplier performance, processes and reporting tools and measurement.
- Ensure Contract Managers are contracting within all guidelines, policies, procedures, regulations, including compliance requirements.
- Ensure Contract Managers are managing suppliers within their category, to include business reviews and Service Level Agreements.
- Develops strong working relationships with key departmental leaders and meets regularly to identify major contracting and procurement initiatives and communicate cost savings opportunities. Proactively develops timeframes necessary to meet objectives.
- Partner with clinicians and regional facilities to ensure current procurement strategies are being adhered to.
- Represents Procurement Services in various committee and team meetings, conveying the philosophy of supply chain management practices to user departments.
- Accountable for high quality work being completed on-time, according to KPI's and customer satisfaction surveys
- Accountable for triage and resolution of issues with internal customers, acts as a liaison to maintain high level of customer satisfaction.
- Develop, monitor, and report KPI metrics to Director and UW Health.
- Ensures customers and staff are following UW Health Procurement policies and procedures. Ensures Procurement team is trained and following procedures regarding use of the UW Health Group Purchase Organization (GPO) contracts and tools.

UW HEALTH JOB DESCRIPTION

- Analyzes operational processes, recommends internal improvements and assists in reviews of procurement policies and procedures.
- Drive continuous improvement across the scope of responsibilities through the use of developed Key Performance Indicators (KPI)'s and use of Lean tools.
- Design and deploy processes to successfully manage all sourcing and contracting required for UWH.
- Analyze multiple internal data points and metrics (supplier usage, department spend, order frequency, etc.) to determine future strategies.
- Guide Procurement team through all elements of the Procure to Pay process including accurate purchase order pricing, invoice resolution, receipt of goods per the purchase order and the three-way match process.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in business or related field. Four (4) years of relevant experience may be considered in lieu of degree in addition to the experience below.
	Preferred	Master's Degree in business or related field.
Work Experience	Minimum	<ul style="list-style-type: none"> • Five (5) years of progressive experience in strategic sourcing including in-depth knowledge in the management of procurement services, contract analysis, contract negotiation, purchasing operational management, and financial analysis. • Three (3) years of experience with sophisticated materials management information systems software (preferably Oracle Cloud). • Three (3) years of direct supervisory experience. • Three (3) years of experience with a Group Purchase Organization (GPO) • Three (3) years of experience with GHX or similar electronic data management solution
	Preferred	Experience in a Healthcare System.
Licenses & Certifications	Minimum	
	Preferred	CMRP (Certified Materials and Resource Professional or CPSM (Certified Professional in Supply Management)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong leadership ability. • Self-motivated and able to lead, follow-up and drive projects to completion/deadlines. • Accountability for performance of individuals managed. Ability to transfer knowledge to others via interpersonal training or mentoring of staff; demonstrated ability to guide others through written communication and hands-on learning. • Understand, explain, and implement policies and procedures related to procurement sourcing and contracting activities. • Understand, observe and implement sound business practices and principles through strong problem solving and finance skills. • Possess excellent verbal, interpersonal, and written communication skills. • Possess and apply significant organizational skills in integrating, monitoring and scheduling activities. • Ability to lead in a team environment and to collaborate with a variety of professionals. • Must be able to maintain and convey a positive attitude and customer service approach. • Demonstrate skills in departmental prioritization, problem solving, team building, decision-making, time management, and strategic planning. • Possess advanced understanding of managerial finance. • Possess strong analytical skills – with advanced MS Excel capabilities and the ability to think analytically. • Must be proficient in MS Word, PowerPoint, Projects, etc. and have the ability to mentor individuals. • Possess external knowledge of healthcare market influences and inputs, current supply chain trends, and group purchasing activities.

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> • Understand typical clinical supply and equipment use and application. • Client related experience and excellent client facing skill with a desire to meet, and exceed, client expectations. • Travel to support Category Leaders and stakeholders including team meetings, supplier visits, training, and other meetings, as required. • Understanding of healthcare business issues, metrics, and customer value associated with quality, cost, and evidenced based outcomes. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.