

UW HEALTH JOB DESCRIPTION

SENIOR CONTRACT MANAGER – IS

Job Code: 420028	FLSA Status: Exempt	Mgt. Approval: J. Hood	Date: February 2023
Department: Supply Chain - Procurement Services		HR Approval: S. Whitlock	Date: February 2023

JOB SUMMARY

The Senior Contract Manager - IS acts as a lead to the Contract Manager team; which includes assisting management with providing direction, guidance and training to employees.

Responsibilities involve strategic IS category management duties to include development of category strategy in collaboration with key stakeholders, market analysis, contract development, supplier negotiations and selection of UW Health's equipment, software, infrastructure, and maintenance services. Position requires effective team leadership of supplier negotiation strategies, including review and execution of contracts.

Customer service is the focus of the Senior Contract Manager - IS role, providing consultation to internal customers in Sourcing/Contracting and Oracle Cloud, ERP system policies and processes, attending IS Director and CIO meetings, and ensuring visibility to IT stakeholders. Our success is our customer's success, we exist because of them.

This position has involvement in the final supplier and material selection making phases of high-valued standard supply chain matters and requires knowledge of UW Health's procurement policies and procedures. Problems encountered are often of a complex nature and need to be completed with limited guidance, using tools, structural support, independent judgment and flexibility to make decisions.

MAJOR RESPONSIBILITIES

- Negotiate and manage Hardware, Software, SaS, and hosting agreements
- Leads subject focused teams to identify opportunities to source and implement strategic sourcing and contracting strategies, to include software licenses associated with equipment.
- Performs data analysis, market data, and business requirements to stakeholder
- Oversees and navigates contract negotiations, partners with UW Health legal on complex IS contract negotiations.
- Delivers 3-10 % (P&L) savings with IS category
- Develops RRF(x) documents, specifications and SOW, reviews bid responses, summarizes responses and recommends award to IT stakeholders.
- Indirect management of non-clinical category management staff.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in business, IS, or supply chain
	Preferred	Master's degree
Work Experience	Minimum	Five (5) years in IS category management, market analysis, contract negotiation and financial analysis, five (5) years in MMIS systems and three (3) years negotiating software and SaS agreements
	Preferred	Strategic IS category management in healthcare
Licenses & Certifications	Minimum	
	Preferred	CPSM – Certified Professional in Supply Management SMRP- Certified Materials and Resource Professional
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Track record in negotiating contracts and savings with global IT suppliers (Dell, Oracle, AT&T, Epic, Microsoft) • Strong leadership skills, with prior staff management responsibilities. • Advanced computer skills, proficiency in Excel spreadsheet analysis. • Excellent analytical and critical thinking skills. • Excellent written, graphical, and oral communication skills with internal clients, external partners and team members; strong influencing and relationship skills; polished interpersonal skills.

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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	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#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	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#	Negligible-10#
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#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.