

UW HEALTH JOB DESCRIPTION

CONTRACT MANAGER

Job Code: 420011	FLSA Status: Exempt	Mgt. Approval: S. Clayton	Date: September 2022
Department: Supply Chain – Procurement Services		HR Approval: S. Whitlock	Date: September 2022

JOB SUMMARY

Overall responsibilities involve strategic category management duties to include development of category strategy in collaboration with stakeholders, market analysis, contract development, supplier negotiations and selection of UW Health's equipment, supplies, services, and construction. With limited direction, this position requires effective team leadership of supplier negotiation strategies, including the ability to develop solicitation requests (RFx) and review and execution of contracts. Overall, obtaining the best products and services at the lowest cost to UW Health. A working knowledge of the procurement laws, rules, regulations, and standardized principles, processes, and practices of professional procurement are required.

Customer service is the focus of the Contract Manager role, providing consultation to internal customers in Sourcing/Contracting and ERP system policies and processes. 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

- Manages sourcing and contracting initiatives from conception to completion; leveraging various internal and external contacts to ensure effective financial stewardship and responsive customer service.
- Collaborates and develops strong working relationships with various department heads, physician leaders, other clinicians, hospital senior management, and materials management staff to create healthy markets and a competitive sourcing environment. Conducts frequent meetings to identify major sourcing or contracting opportunities. Proactively develops projects and timeframes necessary to meet objectives.
- Leads "time-limited/subject focused" teams and standing teams to identify opportunities to source and implement effective strategic sourcing and contracting strategies for major categories of UW Health spend.
- Identifies and develops cost reduction ideas and initiatives, including alternative strategies for implementation consideration.
- Assembles and presents business cases to include data analysis, supplier capabilities/differentiation, market data and business requirements.
- Delivers and documents three to ten percent hard (P&L) savings within assigned category of spend annually.
- Conducts quarterly business reviews with key suppliers and department staff to identify areas of potential financial, procedure outcome, or patient experience opportunities.
- Engages suppliers and operational staff to ensure timely resolution of any service and delivery issues.
- Measures and monitors contract compliance, supplier performance per contract service level agreements and realized cost savings.
- Partners with Purchasing Operations and Knowledge Center to ensure all price and product information integrity associated with contracted items within Category assigned.
- Reviews and negotiates all procurement contracts (Supplier Agreements, Group Purchasing Organization (GPO) agreements for compliance with UW Health policies and other key terms.
- Coordinates the execution process of approved contracts, including required signatures, routing of documents to the appropriate parties, updating item master pricing, and filing executed contracts within the ERP system.
- Participates in value analysis teams, stakeholder and departmental meetings representing the department; conveying the philosophy and demonstrating the principles of supply chain management to user departments.
- Acts as a resource to departments and staff regarding contractual agreements with suppliers.
- Consults and guides UW Health departments in RF(x) process including but not limited to: the development of RF(x) documents (specifications and statement of work), review of bid responses, summarization of responses to business owners, prepares award recommendations and documents.
- Contract review and negotiation (interfacing with Legal department when needed) with the authority to execute contracts within the parameters of the UW Health Signature Authority Policy.

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- Oversee the development of complex purchase orders.
- Analyzes processes, recommends internal improvements, and assists in reviews of procurement policies and procedures.
- Adheres to the UW Health Code of Conduct and Ethics Standard, displaying, as applicable, ethical behavior in the areas of business ethics, legal compliance, confidentiality, conflicts of interest, vendor relationships and the reporting of questionable activities.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in business, supply chain or related field. Four years of relevant experience may be considered in lieu of degree in addition to the experience below.
	Preferred	Master's Degree
Work Experience	Minimum	<ul style="list-style-type: none"> • Four (4) years of progressive experience in category management of product and/or services portfolio, market analysis, contract analysis, contract negotiation and financial analysis. • Two (2) years of experience with sophisticated materials management information systems software (preferably an ERP system).
	Preferred	<ul style="list-style-type: none"> • Category management in a healthcare setting
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • CPSM – Certified Professional in Supply Management • CMRP- Certified Materials & Resource Professional
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong leadership ability. • Understand and observe policies and procedures related to procurement activity. • Understand and observe sound business practices and principles. • Possess advanced computer skills including Microsoft Office; and proficiency in Excel spreadsheet analysis. • Possess excellent verbal, interpersonal, and written communication skills. • Possess significant organizational skills in integrating, monitoring and scheduling activities. • Possess ability to work in a team environment and to collaborate with a variety of professionals. • Possess ability to maintain and convey a positive attitude and customer service approach. • Demonstrate skills in prioritization, problem solving, team building, decision-making, time management, and strategic planning. • Possess advanced knowledge of managerial finance. • Possess external knowledge of healthcare market influences concerning current group purchasing activities. • Understand efficient and current supply chain trends within the healthcare industry. • Understand basic clinical supply and equipment use and application.

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,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

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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 dockets, 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#
List any other physical requirements or bona fide occupational qualifications:				

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.