



# WE ARE HIRING!

## Student Information System (SIS) Category Manager, Supplier Relationship Management

**12-Month Contract**

**Salary range: \$43-\$53 per hour**

### Position Summary

This position is a 12-month full-time contract, with the possibility of extension as required. Depending on the qualifications and experience of the candidate, part-time or secondment options could also be considered. This contract position is envisioned to be hybrid, necessitating a minimum of two days of office work per week.

Reporting to the Senior Supplier Relationship Manager, the Student Information System (SIS) Category Manager works in the capacity of team lead to coordinate the day-to-day activities in support of managing and administering the Student Information System (SIS) agreement.

### Key Responsibilities

#### Strategic Engagement

- Act as a trusted advisor and subject matter expert for supplier and contract management activities for the SIS agreement.
- Lead the full range of supplier and contract management support for the SIS agreement.
- Represent the SRM in internal and external meetings and projects related to the SIS agreement.
- Implement supplier relationship management strategies for the SIS agreement.
- Monitor the Supplier's performance and identify improvement opportunities.
- Present category updates to the OECM's Senior management and cross functional teams.
- Contribute to the development and implementation of continuous improvement initiatives for the SRM department ranging from streamlining internal processes to initiating and/or supporting cross-functional initiatives with other business departments.
- Manage other strategic agreement categories, as required.

#### Contract Management Tasks

- Lead all SIS contractual activities, including contract amendments, price refresh, contract language review and extensions (issuing Briefing Notes and Amendments).
- Manage Supplier and Customer inquiries related to the SIS agreement.
- Attend and lead monthly meetings with the Suppliers for the SIS agreement. Issue meeting agenda for the monthly meetings with the Supplier and share meeting minutes with attendees.



## Support to SIS Governance Structures: SIS Executive Oversight Committee (EOC) and Strategic Management Committee (SMC)

- Attend the SIS EOC and SMC meetings to provide updates related to the SIS agreement, represent contract interpretations and aligning the Supplier with the school boards.
- Provide administrative support in organizing the SIS EOC and SMC meetings, draft and issue agenda/minutes for the meetings.
- Coordinate the implementation of action items following the SIS EOC and SMC meetings, resolving escalations raised during the meetings.
- Provide updates to all stakeholders via email/virtual meeting communication.

### Other SIS Events

- Lead and coordinate other SIS related events, such as conferences and webinars.

### Qualifications and Skills

- Degree in Education, IT, Business Administration, Social Sciences, or related field
- Minimum of 5 years of experience in contract and supplier management, category management in a public sector setting.
- Strong understanding of contract and category management practices.
- Familiarity with the Ontario Broader Public Sector's (BPS) Procurement Directive, and relevant trade agreements.
- Understanding of the Ministry of Education of Ontario's objectives, guidelines for elementary and secondary schools, and curriculum requisites is preferable.
- Experience in the implementation of Student Information Systems (SIS) or similar systems is an asset.
- Exceptional written and verbal communication skills
- Outstanding negotiation and conflict resolution skills
- Demonstrated capacity for self-motivation and effective performance with minimal supervision
- Highly attentive to detail
- Ability to thrive in high-pressure, time-sensitive work environments
- Discretion in handling sensitive and confidential information

### Join Our Team

#### We Offer

OEEM is a great place to work. Employees thrive in a collaborative and supportive work environment; **Flexible work arrangements, a fun work environment with an active and imaginative social committee; A newly renovated office including a comfortable staff lounge with a pool table, dart board, and Nintendo; Workplace diversity and inclusion based on our core values; And much more!**





## Diversity and Inclusion

In accordance with [OECM's Commitment to Diversity and Inclusion Statement](#), OECM recognizes and embraces the value of diversity at all levels within the organization. Diversity is an important consideration in identifying and assessing candidates in conjunction with a merit-based approach.

## Apply

Apply to this opportunity by sending your resume to [hr@oecm.ca](mailto:hr@oecm.ca) no later than **4:30 p.m. on Friday March 29, 2024**. We thank all applicants for their interest. Please let us know if you require accommodation under the Ontario Human Rights Code at any stage of the recruitment process.

