JOB DESCRIPTION

JOB TITLE: Supply Chain Business Analyst

DATE: 06/21/17

I. Organizational Relationships

Reports To: KHC Consultant

Supervises: None

II. Position Summary

Under the direction of the KHC Consultant and Project Managers, the Supply Chain Business Analyst will be responsible for assembling, manipulating, normalizing, and utilizing data from multiple sources and organizations for benchmarking, analysis, goal/target development, and results/performance reporting. The Supply Chain Business Analyst will also be responsible for providing data interpretation and serve as a resource to both internal and external constituencies; in conjunction with various Supply Chain initiative teams to support the achievement of defined objectives.

III. Principal Duties and Responsibilities

The following is a summary of the major functions of this position. Supply Chain Business Analysts may be assigned to work with the Hospitals, Physician Practices or Corporate Leaders, key functions will vary. He or she may perform other duties, both major and minor, which are not mentioned below, and specific functions may change from time to time.

Duties and Responsibilities:

- Key Analytical Responsibilities:
  - Collect and assemble data from multiple sources and organizations using defined data templates (i.e. Master Data Template, Cost Breakdown Worksheet (CBW), etc.).
  - Normalize data and resolve inconsistencies with participating member organizations.
  - Perform Price Parity Analyses, Aggregate Spend Analyses, RFP Results Analyses, and other analyses as may be required to assist the initiative teams with data understanding, goal creation, and decision-making.
  - Demonstrate proficiency in utilization of various tools. (i.e., Excel, Access,
PowerPoint, Spend Visibility Applications, Sourcing Applications, etc.)

- Develop and maintain dashboards, scorecards, other tools and their underlying data.
- Develop and maintain the fundamental understanding of data required to effectively generate, explain, and defend the analyses produced.
- Maintain effective working relationships with internal and external constituents.
- Effectively communicate findings and recommendations one-on-one, in groups, or through formal presentations.
- Maintain overall use and implementation of all supply chain spend visibility systems and SOPs ensuring processes and technology are optimized and recommend process changes and system enhancements while considering impacts to the overall business and other systems and reports.
- Respond to requests and functional inquiries from business and system end users ensuring streamlining and efficacy of overall operations and outcomes.
- Perform analysis, quality checks, and productivity studies as directed related to, product standardizations, and price conversions.
- Identifies, analyzes and tracks all cost savings initiatives and rebates for validation as directed. Researches missed targets and identifies causes, impact, and remediation.
- Maintains a “scorecard” and detailed analysis for non-labor spend initiatives.

IV. Minimum Education, Training and Experience Required

BS or equivalent degree in Finance, Mathematics, Statistics, Management, Supply Chain, or related field. Minimum 3 years’ experience performing analytic tasks in a complex healthcare or supply chain setting is preferred.

V. Skills and Abilities

The following skills are required:

- Possesses analytical skills with demonstrated knowledge of analytics from an operational perspective.
- Ability to identify specific, actionable opportunities by analyzing complex sets of data.
- Ability to understand the underlying details of complex projects while being able to explain the appropriate level of detail to varying levels of management.
- Ability to work effectively with Senior Management, Directors, Managers and Teams.
- Ability to effectively utilize the business, analytic, spend visibility, sourcing, and materials management applications.
• Possess advanced skills and background in the use of Excel.

• Possess basic skills and background in the use of Access and/or SQL and/or Visual Basic as tools to meet information requests, and/or to automate processes. Must also possess the ability and desire to develop advanced skills in each of these areas.

• Ability to apply mathematical and statistical techniques to the effective use of data.

• Strong oral and written communication skills.

• Seeks to understand customer needs and works to exceed their expectations.

Physical Requirements:

• Strength – Position requires ability to occasionally push/pull and lift light objects.

• Manual Dexterity – Position requires incumbent to constantly perform moderately difficult manipulative skills such as typing, etc. Position requires incumbent to frequently perform simple motor skills such as standing and walking. Position requires incumbent to frequently perform simple manipulative skills such as writing, collating, etc.

• Coordination – Position requires incumbent to frequently perform gross coordination such as walking, stooping, and filing. Position requires incumbent to constantly perform tasks which require hand-eye coordination such as keyboard skills, running computers, etc.

• Mobility – Position requires incumbent to constantly sit for prolonged periods of time.

• Visual Discrimination – Position requires incumbent constantly to see both near and far away.

• Hearing – Position requires incumbent to constantly hear normal sounds with some background noise, as in answering the telephone, and to be able to constantly distinguish sound as voice patterns.

Mental Requirements:

• Concentration – Position requires incumbent to constantly concentrate on fine detail with constant interruption.
• Attention Span - Position requires incumbent to constantly attend to task/function for longer than 60 minutes at a time.

• Conceptualization - Position requires incumbent to constantly be able to understand and relate to the theories behind several related concepts.

• Memory - Position requires incumbent to constantly be able to remember multiple tasks/assignments given to self and others over long periods of time.

• Communication - Position requires incumbent to constantly be able to communicate verbally, using advanced level vocabulary and to be able to constantly communicate in writing, using advanced written skills.

VI. Working Conditions

• Position can be stressful with multiple demands. Requires extended working hours.

• The incumbent will be constantly exposed to electro-magnetic radiation as in CRTs (VDTs).

• Requires some travel (20%).

*Where and how students should apply:

• Email cover letter and resume to Rebecca.craft@kentuckyhealthcollaborative.com

• Expiration date or application deadline: 9/29/17