



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Inventory Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
48-6396	Yellowknife	Supply Chain and Physician HR Management/Headquarters

## PURPOSE OF THE POSITION

The Inventory Analyst is responsible for analyzing and optimizing the Materials Management Stores inventories to ensure the availability of medical and office supplies for Stanton Territorial Hospital, Inuvik Regional Hospital and a number of other health facilities across the Northwest Territories Health and Social Services Authority, at the same time as balancing working capital and service level requirements.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA), is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̨chǫ regions, covering 1.2M square kilometers and serving approximately 44,000 people, including First Nations, Inuit, Metis, and non-indigenous. Health and social services (HSS) include the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff.

While the Tłı̨chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire NWT. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.



Stanton Territorial Hospital (Stanton) is a referral centre for approximately 44,000 residents of the NWT and approximately 7000 residents of the Kitikmeot Region, Nunavut. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis in order to restore health with dignity. Stanton recognizes the health hazards associated with tobacco in the workplace, both to smokers and non-smokers alike, and maintains a tobacco-free environment within the building and throughout the property.

Located in Yellowknife at the Stanton Territorial Hospital and working from 08:00 to 16:00, Monday to Friday (excluding Statutory Holidays), the Inventory Analyst reports directly to the Territorial Manager, Inventory and Supply Chain Quality, and is responsible for inventory optimization analytics, performing supply chain failure investigations and optimizing warehouse layout in order to ensure that service level requirements are met while balancing working capital considerations. The Inventory Analyst has oversight of the stock levels in 3 physical warehouses, 2 in Yellowknife and 1 in Inuvik with a combined value of \$3.9M, with approximately \$8.1M in issuances and sales annually.

The Inventory Analyst's role is critical to ensuring that the necessary medical and office supplies are available when required in order for clinical staff to provide safe and effective patient care. By optimizing the inventory and ensuring the right items are available in the right quantities, the Inventory Analyst can have a positive impact on the patients who are served in the Inuvik Regional Hospital, Stanton Territorial Hospital, and NTHSSA health clinics and health centers, as well as contributing to a more efficient and effective experience for staff who have what they need when it is required.

The Inventory Analyst is expected to remain calm, controlled and professional, where the end result of the Inventory Analyst's decisions impacts the well-being of patients and the ease with which staff can perform their duties. The Inventory Analyst identifies, develops and implements inventory control procedures and continuous improvement projects, in addition to monitoring and reporting on various supply chain activities. The Inventory Analyst will be required to manage demanding clients, multiple projects with concurrent timelines and issues that require extensive investigation and troubleshooting.

The Inventory Analyst is required to be motivated and innovative in the development of inventory management and supply chain solutions, to stay up to date on supply chain best practices, and to encourage professional growth of self and others. This position will provide mentorship to the Inventory Control Officer to ensure that there is seamless coverage in times of absence and as a means to professional development.

The Inventory Analyst will be required to provide coverage for the Inventory Control Officer.



## **RESPONSIBILITIES**

### **1. Analyze and optimize inventory, including adjusting stock levels, and monitoring and managing critical materials, to ensure clinical departments have the products required to provide safe and timely professional health care to patients.**

- Establish and maintain appropriate reorder points (min/max) to ensure optimal stock levels in the computerized inventory system.
- Review and analyze catalogued materials' purchase and consumption histories, based on a systematic approach (e.g. ABC analysis), and identify changes to the stocking strategy (stock or non-stock) and reorder points (min/max levels), to optimize inventory levels while balancing working capital.
- Develop and monitor inventory management metrics (e.g. stock-turn ratio) to ensure that inventory levels are optimized to meet customer demands while effectively utilizing funds.
- Manage inventory levels to appropriately mitigate perpetual seasonal logistics and transportation constraints, such as highway and ice road closures and barge deliveries.
- Implement and manage a program that identifies, analyzes, and maintains "critical materials", including periodic reviews of reorder points and physical counts to ensure that all identified critical materials are available as needed.
- Identify new items that should be catalogued and establish appropriate reorder points to ensure that the stocked inventory is active and meets client needs.
- Coordinate with other Materials Management functions (purchasing, distribution, receiving, etc.) on a daily basis to ensure the physical and computerized inventory is synced, inventory levels are optimized, and inventory control procedures meet the needs of the business and are being adhered to.
- Schedule meetings with stakeholders to review backorders, changes to inventory consumption, and work collaboratively to manage changing requirements and resolve inventory issues.
- Identify obsolete and slow-moving items and develop plans to reduce and/or eliminate the physical stock to optimize inventory and appropriately manage the Stores' physical space.
- Develop and monitor inventory control systems and procedures, and ensure appropriate controls are in place to ensure the inventory systems are functioning appropriately.
- Identify and develop various projects to improve inventory management activities, including standardization, efficiency, and cost-saving opportunities.

### **2. Responsible for warehouse design and layout.**

- Assess inventory flow and analyze movement patterns to ensure optimal placement of stock, particularly for fast-moving and/or critical items.
- Recommend and implement storage solutions (e.g., racking, shelving, bins) that maximize space utilization while keeping accessibility and safety in mind.



- Use historical inventory data to inform warehouse layout, ensuring that available space is optimally used.
- Collaborate with Distribution and Stores teams to streamline picking, packing and shipping processes by designing workflows that reduce bottlenecks and increase overall efficiency.
- Engage in frequent capacity planning to ensure that seasonal and/or surge usage is accounted for in the warehouse layout.

**3. Investigate Supply Chain failures and take steps to address the root cause(s).**

- Monitor and assess disruptions in the supply chain, including delays, stockouts, or inventory inaccuracies, and identify root causes.
- Use data analysis tools to pinpoint underlying causes of supply chain failures, such as supplier issues, transportation delays, or demand forecasting inaccuracies.
- Work closely with Purchasing staff to gather information and insights necessary to understand and address failures.
- Formulate actionable corrective measures, such as adjusting reorder points, sourcing alternatives, or enhancing demand forecasting, to prevent future failures.
- Recommend changes to processes and workflows that address identified weaknesses in the supply chain and enhance overall efficiency and resilience.
- Regularly report on supply chain disruptions and their corrective actions, maintaining comprehensive documentation for continuous improvement.
- Proactively prevent failures by compiling expediting reports on overdue items to ensure that there is adequate time to react before stocking out of items.

**4. Investigate discrepancies in stock levels and employ appropriate correct actions.**

- Respond to instances brought forth by colleagues of discrepancies in actual stock levels and what is recorded in the system.
- Investigate the underlying causes of discrepancies, such as errors in data entry (e.g., receiving and issuances), system glitches, theft, damage, or expiry.
- Correct system records based on findings from investigations by employing the appropriate solution all while ensuring that management approval is received on any corrective actions that might have an impact on permanent financial and accounting records (e.g., stock adjustments, write-downs).
- Work closely with distribution, purchasing, and receiving teams to ensure that proper procedures are followed in receiving, storing, and handling inventory.
- Regularly report findings and trends in stock discrepancies to management, suggesting improvements or changes to reduce errors in inventory management.

**5. Provide back-up support to the Inventory Control Officer.**

- Perform Inventory Replenishment processes for all 3 warehouses as required.
- Perform cycle and critical item counts and investigate any discrepancies.



- Perform item master data maintenance, including creating new items and updating pricing and other details of existing items, as required.
- Maintain the contents lists of the carts deployed to hospital units and other clinical areas.

## **6. Additional Responsibilities.**

- Ensure that all work areas are safe and report any safety concerns to management immediately.
- Operate an overhead paging system to communicate any spills or other safety concerns.
- Utilize a warehouse work assist vehicle for accessing overhead storage locations.
- Perform other duties as required.

## **WORKING CONDITIONS**

### **Physical Demands**

The Inventory Analyst will be required to work in normal office and warehouse environments.

The incumbent will be required to work in a warehouse setting for approximately 1-2 hours per day which includes climbing, reaching, bending, and stooping. The incumbent will also be occasionally required to lift and move boxes (up to 50lbs), use a pallet jack to move and arrange pallets, and lift and move empty pallets by hand during the course of their regular duties.

### **Environmental Conditions**

The incumbent will be required to frequently spend time in a warehouse environment with exposure to noise, dirt, sharp objects, hazardous materials and crush/pinch points so adequate PPE is required at all times.

### **Sensory Demands**

No unusual sensory demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of inventory management and optimization, including a working understanding of setting reorder points, ABC analysis and analytical principles.
- Skills relating to distribution, warehouse, and logistics functions and principles, including safe work practices and procedures.
- Knowledgeable in process development and improvement methodology such as Lean Six Sigma.



- Skills relating to project management, time management, and organization.
- Skilled in the use of ERP systems, Microsoft Office, particularly Excel, and Internet and Email programs.
- Critical thinking, risk-based decision making, investigation and analytical skills.
- Skilled in oral and written communication, including respectful communication with a wide variety of end users.
- Ability to use time efficiently to complete tasks / projects on time through the routine planning of own work and organization of resources.
- Ability to accurately complete tasks with close attention to all aspects of work and able to carefully control for errors.
- Ability to use data analysis tools to pinpoint underlying causes of supply chain failures, such as supplier issues, transportation delays, or demand forecasting inaccuracies.
- Ability to ensure that all work areas are safe and report any safety concerns to management immediately.
- Ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations.
- Ability to participate willingly and support team decisions, including doing one's own share of the work and sharing all relevant and useful information.
- Ability to manage a number of projects and tasks at once, and to prioritize accordingly.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A Red Seal Parts Technician Certification and two (2) years of relevant experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Immunization History**

Up-to-date Immunization records are required.

**Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check



**French language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred