



Canadian
Supply Chain
Sector Council

Conseil canadien
sectoriel de la chaîne
d'approvisionnement

OCCUPATIONAL STANDARD

(For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)

Position:	STRATEGIC SOURCING ANALYST
Description of Position (As defined by the CSCSC Stakeholder Community)	<i>Strategic Sourcing Analysts collect, evaluate, and analyze sourcing information to provide direction to their organization or their organization's clients. Strategic Sourcing Analysts are employed by a wide range of establishments throughout the private and public sector such as manufacturing firms, utility companies, and the service sector.</i>
Position Development	Progression to supervisory and management positions is possible through experience and with additional training.
Required Qualifications:	(Education, Training, Related Work Experience)
Education	Post-secondary education is preferred (e.g., a bachelor's degree or college diploma in a business field such as economics, logistics, supply chain management, operations management, finance or engineering, mathematics, or statistical analysis). A professional designation related to supply chain is considered an asset.
Training	Individuals generally require some on-the-job training; however, typically organizations require that the individual will already have the required skills, knowledge, work-related experience, and/or industry courses and programs.
Related Work Experience	Previous work experience in supply chain is usually required. In addition, supply chain work-related skill, knowledge, or experience is considered an asset.
Tasks:	
Strategic Sourcing Analysts perform some or all of the following tasks	<ul style="list-style-type: none"> • Evaluate risk, assess, prepare forecasts, scenarios and other factors concerning the supply market, and write reports and recommendations • Prepare organizational, industry and economic outlooks, analytical reports, briefing notes and correspondence • Conduct and evaluate competitive intelligence, market reports, trade periodicals and sales promotion materials and visit trade shows, showrooms, factories and product design events

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	<ul style="list-style-type: none"> • Contribute to the development of improved strategic sourcing strategies • Understand and track performance of the organization’s spend, supply market, costs, and tiers of suppliers • Identify high impact cost reduction opportunities • Leverage the organization’s buying power to optimize costs, access new suppliers, reduce lead times, and guarantee supply • Collect and evaluate information about potential suppliers • Provide supply market and sourcing advice and recommendations • Provides research and input into the financial sourcing aspects of contracts and calls for tender when information is not readily available • Develop, implement and use tools and technology for managing and analyzing the supplier portfolio • Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices • Develop and maintain relationships with existing and potential buyers and suppliers to the organization • Develop and maintain constructive and cooperative working relationships with colleagues and management
Tools and Technology:	
	<ul style="list-style-type: none"> • Computer Hardware and Associated Software and Systems (i.e. tender management, electronic procurement, database user interface and query, electronic mail, enterprise resource planning, project management, spreadsheet, word processing, presentation, human resources, financial planning) • Communication Devices
Required Competencies:	(Knowledge, Skills, Personal Attributes)
Knowledge	A Strategic Sourcing Analyst should have knowledge of customer and personal service, administration and management, sales and marketing, English language, other languages as required, economics and accounting, production and processing, tools and technology, mathematics, clerical, and communications and media.
Skills	A Strategic Sourcing Analyst should have the following skill sets: active listening, active learning, communication, reading comprehension, writing, critical thinking, coordination, time management, judgment and decision making, service orientation, speaking, negotiation, and mathematics.

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Personal Attributes	(Abilities, Work Values, Work Styles)
Abilities	The following abilities are important to the role of Strategic Sourcing Analyst: oral expression and comprehension, written expression and comprehension, speech recognition and clarity, inductive and deductive reasoning, fluency of ideas, problem sensitivity, information ordering, mathematical reasoning, and category flexibility.
Work Values	Individuals who will succeed in this position: <ul style="list-style-type: none"> • are results oriented; • enjoy working independently and making decisions; • thrive in a collaborative work environment; and • enjoy providing service to others and working with co-workers in a friendly environment.
Work Styles	The following work styles are attributable to a Strategic Sourcing Analyst: adaptable/flexible, dependable, detail oriented, cooperative, stress tolerant, initiative, independent, persistent, self-control, integrity, multi-tasking, and analytical thinking.
Essential Skills Profile:	<p>Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. For more detailed essential skills profiles please refer to the HRSDC website: http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtm</p> <p>The Human Resources and Skills Development Canada (HRSDC) Essential Skills Research Project focused on occupations requiring a secondary school diploma or less and on-the-job training. As such a formal Essential Skills Profile for the occupation of Strategic Sourcing Analyst has not yet been created by HRSDC.</p> <p>The following section contains essential skills information identified in existing occupational standards and classified using the nine Essential Skills categories. Note that the content is not associated with HRSDC and the Essential Skills Research Project.</p>
Reading Text	<ul style="list-style-type: none"> • Frequently read text in both print and non-print media <ul style="list-style-type: none"> ✓ market reports and forecasts ✓ promotional materials ✓ product information sheets ✓ inventory documentation ✓ agreements and contracts ✓ schedules ✓ meeting minutes ✓ requests or complaints ✓ flyers and catalogues ✓ trade periodicals

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	<ul style="list-style-type: none"> ✓ newsletters • Read and interpret dense and complex texts, and have ability to make high-level inferences using specialized knowledge <ul style="list-style-type: none"> ✓ contracts ✓ analytical reports ✓ policies and procedures ✓ trade terms ✓ standards ✓ legislation ✓ regulations • Frequently read paragraph length text in charts, tables and graphs
Document Use	<ul style="list-style-type: none"> • Documents produced and/or used may include contracts, forms, graphs, charts, lists, tables, schematics, schedules, reports, bulletins, memos, notices, accounting and financial statements, etcetera, in both print and non-print media • Must be able to read simple to complex documents in which considerable inference may be required • Must be able to read/interpret, and write/complete/produce documents • Specialized knowledge of the content of the document may be required; multiple pieces of information from multiple sources are synthesized; the quality of information may be evaluated for accuracy and omissions
Writing Skills	<ul style="list-style-type: none"> • Write reminders about tasks to be completed • Write e-mail about strategic sourcing and supply market matters • Write agreements and contracts • Write letters to suppliers to discuss the terms of agreements • Write organizational, industry and economic outlooks, analytical reports, briefing notes and correspondence
Numeracy	<ul style="list-style-type: none"> • Apply financial math/money math • Apply scheduling, budgeting and accounting math • Apply measurement and calculation math • Apply data analysis math • Utilize numerical estimation
Oral Communication	<ul style="list-style-type: none"> • Professional communications with stakeholders using a variety of communications devices and media • Negotiate contracts with suppliers • Provide clear and concise direction and instructions to colleagues and other departments • Report and exchange information with supervisors and managers about strategic sourcing

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	<ul style="list-style-type: none"> • Make presentations to management and colleagues
Thinking Skills	(Problem Solving, Decision Making, Job Task Planning and Organizing, Significant Use of Memory, Finding Information)
Problem Solving	<ul style="list-style-type: none"> • Identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events • Monitor and review information from materials, events, or the environment, to detect or assess problems • Analyze information and evaluate results to choose the best solution and solve problems • Address when suppliers are not performing according to agreed terms by discussing the problems with suppliers to find mutually acceptable solutions and negotiate new terms • Respond to customer and staff complaints • Apply broad knowledge of supply market when problem solving • May have to adapt negotiation strategies to cope with new circumstances or issues that arise
Decision Making	<ul style="list-style-type: none"> • Analyze information and evaluate results to choose the best solution and solve problems • Select suppliers, select products, and set prices • Decisions are made in line with the strategy of the organization • Make decisions with market, economic, social, and political environments taken in to account • Make decisions about suggestions for change
Job Task Planning and Organizing	Strategic Sourcing Analysts are generally self-directed. They plan their schedules to complete daily tasks and organize their schedules to meet periodic deadlines. They fit in meetings with suppliers, co-workers and managers, and plan their schedules to accomplish work that arises from the meetings.
Significant Use of Memory	<ul style="list-style-type: none"> • Remember the objectives and vision of the organization • Remember the policies and procedures of the organization • Remember applicable legislative and regulatory requirements • Remember frequently used codes and abbreviations • Remember the names and characteristics of different suppliers
Finding Information	<ul style="list-style-type: none"> • Find information about products and suppliers by consulting product catalogues, searching suppliers' web sites and speaking with sales representatives, co-workers, colleagues and managers • Find information about stock by consulting the organizations' inventory management systems and speaking with sales and warehouse staff, suppliers and retailers

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Working with Others	Strategic Sourcing Analysts predominantly work independently, but may also coordinate and integrate job tasks with co-workers, supervisors and colleagues.
Continuous Learning	Enhanced learning may be acquired as part of regular work activity, through training offered in-house, through reading or other forms of self-study, or through off-site training. Ongoing learning occurs through participation in professional organizations, seminars, formal courses, conferences and trade shows. Skills may be upgraded by taking classes through educational institutions and training providers.
Additional Information	(Physical Aspects, Attitudes)
Physical Aspects	The work of Strategic Sourcing Analysts entails limited physical demands. They predominantly work in an office environment (e.g. sitting for long periods of time, with repetitive computer and telephone use, attending meetings, and traveling to visit suppliers).
Attitudes	Strategic Sourcing Analysts should be motivated, meticulous, flexible, and have a strong commitment to customer service. They should enjoy working with people, negotiating terms, and be comfortable with busy schedules. They should have excellent interpersonal skills, and exhibit an awareness of and sensitivity to other cultures. In addition, excellent organizational abilities are required.
Future Trends Affecting Essential Skills:	Strategic Sourcing Analysts will be required to have enhanced computer skills in order to work with more complex computer software. The ability to speak more than one language, and an awareness of and sensitivity to the diversity of international cultures is considered a growing need in the face of increasing globalization. Furthermore, an understanding of the principles of sustainability as they relate to environmental, social, and corporate governance issues is of increasing importance.

**Government of Canada
Defined - Related NOC Code &
Description**

A Government of Canada NOC code and description for the position of Strategic Sourcing Analyst is not currently available.

Document Management:

Activity #	Activity Type*	Replaces	New Version Name	Responsible Individual
1	Document Created	Not Applicable	June 9, 2010	M. Cheddi (CSA)
2	Document Updated	June 9, 2010	July 16, 2010	C. Sellar (CSA)
3	Document Updated	July 16, 2010	October 4, 2010	C. Sellar (CSA)
4	Document Finalized	October 4, 2010	April 12, 2011	C. Sellar (CSA)
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***Activity Types:**

- ✓ Document Created
- ✓ Document Modified (Minor Corrections & Editorial Changes)
- ✓ Document Updated (Complete Review)
- ✓ Document Finalized
- ✓ Document Retired

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