

JOB DESCRIPTION

BCGEU

1. Position No. 81736	2. Descriptive Working Title Senior Contracts Specialist		3. Present Classification AO5
4. Department Supply Chain Management	5. Branch/Section Corporate Services	6. Work Location Hybrid – Site Central	Date Feb 2021 Revised Aug 2022
7. Position No. of Supervisor 80263	8. Descriptive Work Title of Supervisor Manager, Procurement Construction		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Procurement Construction, the Senior Contracts Specialist is responsible to manage multiple vendor performance issues, commercial disputes and/or claims from initiation to closeout. He/she/they works in an inter-dependent manner with internal clients and external parties which may include outside counsel, to ensure supplier performance is optimized and disputes and claims are understood in terms of risk and managed appropriately. This position provides support in the development, implementation, and maintenance of associated governance documents such as policies, procedures and templates. The position mentors Supply Chain staff and provides contract training across the organization from time to time. The Senior Contracts Specialist collaborates with individuals at all levels of the organization, will be required to support and influence those in roles outside of their department or in more senior positions and present information in a way to compel decisions that are in the best interest of BC Housing while acting in accordance with law, regulations and business ethics.

11. Duties:	
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1. Provides expert contractual support and advice to internal clients on high risk commercial issues including negotiations, disputes, supplier performance and claims with a focus on identifying and mitigating risks to optimize project performance.
2. Serves as a liaison between internal and external parties during contract negotiation and execution stages.
3. Engages and collaborates with internal clients and/or outside legal advisors on contract management issues where significant legal or financial implications may arise.
4. Performs or recommends contract management activities (e.g. change in scope of project, extension of project and additional funding etc.) by applying expert knowledge of contract management practices while working effectively with cross-functional teams.
5. Participates and/or leads negotiations of commercial terms and conditions. Reviews amendments to terms and conditions and works with outside counsel, as required.
6. Issues and/or defends high risk claims including calling on insurance policies, bonds, or other forms of contract security.
7. Builds and maintains effective working relationships with internal clients as well as key external service providers.
8. Contributes to the design, implementation and improvement of contract and claims management processes, practices, and systems. Participates in various Supply Chain team meetings, as well as meetings with various internal stakeholders.
9. Prepares and issues contract documents ensuring they conform and reflect the intended agreement, and issue for execution.
10. Supports the negotiation and execution of change orders and contract amendments. Reviews and interprets the contract and provides advice on acceptable changes and/or contract amendments.
11. Provides support and advice on the commercial development of complex RFX packages.
12. Creates and maintains claims and/or disputes files which shall at a minimum consist of correspondence, meeting minutes, a register of issues and action items and pro-actively manage an action plan to address issues, and take corrective action and/or escalate issues as may be required.

13. Assists development of vendor performance targets and provides assistance to internal clients during the execution of vendor performance reviews.
14. Develops, supports and assists in creating and distributing supplier performance metrics and reports which among other things may include project milestones, CPI, SPI, sustainability, environmental, and resiliency targets.
15. Mentors and works with Supply Chain staff (i.e. Procurement Specialist and Senior Supply Chain Specialist positions) that are developing their contract management exposure and experience.
16. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 81736	2. Descriptive Working Title Senior Contracts Specialist	3. Present Classification AO5
4. Education, Training and Experience		

- Bachelor's degree in Law, Business, Economics, or related discipline.
- Extensive experience in Procurement, Contracts & Claims Management, administering complex contracts, and dealing with claims and managing contractual disputes.
- Professional certification or training through an accredited procurement and/or contract management agency such as SCMP, IACCM, APICS or CPIM.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Extensive knowledge of contract management in a construction environment.
 - Extensive knowledge of public procurement for complex and specialized services.
 - Considerable knowledge of insurance and other forms of contract security.
 - Considerable knowledge of the formation of construction contracts including service and consultant agreements, and CCDC or CCA standard documents.
 - Considerable knowledge and practical application of contractual and construction terms.
 - Demonstrated ability to prioritize work, multi-task, and problem solve in an inclusive manner with internal colleagues and external parties.
 - Ability to think critically and analytically while being assertive and persistent.
 - Ability to work under pressure and effective at multitasking.
 - Ability to work as a dedicated team player with excellent interpersonal skills.
 - Ability to work effectively with limited direction and function as a key team member.
 - Ability to mentor and provide guidance to other staff positions.
 - Ethical business conduct skills.
 - Excellent communication skills including superior negotiation, writing, proofreading and editorial skills.
 - Strong problem-solving and analytical reasoning skills.

6. Occupational Certification

- Certification in Supply Chain Management or Contracts Management such as SCMP, IACCM, P.Log., APICS-CPIM and/or CIPMM.