

Job Title:	Manager, Contracts	Job Level:	Manager
Division/Department:	Finance	Job Band:	Exempt 6
Supervisor Title:	Director, Strategic Procurement	Supervisor Job #:	1228

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

Reporting to the Director, Strategic Procurement, the Contract Manager is responsible for the development of BC Transit appropriate contracting strategies and templates for various contracted categories. In addition, the Contract Manager provides back up and surge support to the Procurement team as needed. The work of the Contract Management team ensures the development and use of appropriate contracts, processes and documents, contributing to the effective delivery of procurement services and achieving desired business outcomes.

The Manager allocates Senior Contract Analysts to specific projects, and oversees and monitors the team’s multiple projects. Coaching and guidance are provided to guide the Contract Analysts as they resolve issues. The Manager takes a more active role in procurements and contract with higher complexity.

Updates, advice, and recommendations are routinely provided to the Director, Strategic Procurement to inform broader planning and decision making. As part of the branch management team, the Manager works with fellow branch Managers to foster information sharing and collaboration across units to support an integrated and effective procurement system for the department.

ACCOUNTABILITIES

- Design strategic vision of BC Transit’s contracting methods and lead a team of Contract Analysts in development, and management of BC Transit contracts.
- Provides guidance and advice to the Contract Analysts in dealing with the complicated negotiations, contract management and procurement matters.
- Support the Contract Analysts in finalizing and implementation of the required contracting strategy methodology based on the business needs.
- Direct commercial contract negotiations, including commercial contract disputes, and arbitrations.
- Leading contract preparation and amending strategies, overseeing negotiation’s deliverables and price and cost elements.
- Creating commercial contracts and presenting final versions to Senior Leadership.

- Lead a team of Contract Analysts in development and maintenance of policies, procedures, and standards governing contracts to sustain the integrity of the procurement functions.
- Recommend improvements in contract policies, practices and documents based on analysis of current trends and emerging needs.
- Ensure implementation of new or revised processes to maintain accuracy and consistency across all contracts.
- Lead contract template and document development and maintenance to accurately reflect current procurement policy and process.
- Direct the development and revision of templates and documents so that they are accurate, current and accessible.
- Support the regular review and evaluation of templates and supporting documents to ensure accuracy and consistency across all documents and templates.
- Provide strategic advice and recommendations to the Director to inform progress on broader contract strategies and priorities.
- Manages and provides leadership to direct reports, including assigning and reviewing work; coaching and developing; performance management; and all other staffing management practices.
- Performs related duties in keeping with the purpose and accountabilities of the position.

QUALIFICATIONS**EDUCATION**

- Bachelors degree in any related discipline (Law, Engineering, Supply Chain, Business etc.)
- Five to ten years business related role with recent progressive purchasing and/or contract negotiation and supplier management.
- An equivalent combination of education and or experience may be considered.

EXPERIENCE

- In-depth knowledge of procurement/contract law
- In-depth knowledge of competitive bid processes
- In-depth knowledge and experience with commercial contract law
- In-depth leadership experience in contract management and negotiations
- Demonstrated ability to analyze business, financial, technical and legal issues and develop solutions
- Excellent facilitation and stakeholder engagement skills
- Excellent business and political acumen
- Demonstrated written and verbal communication skills