


| Position Identification | |  <small>MOVEMENT OF UNITED PROFESSIONALS</small> | |
|-------------------------|--|--|---------------|
| Position Title | Contract Analyst | | |
| Position Replaces | n/a | | |
| Position Level | Employee | Position Code | 1752 |
| Pay Group | Group 11 | Revision Date | Apr-22 |
| Supervisor Title | Supervisor, Supplier and Contract Management | Sup. Position Code | 2024 |
| Additional Requirement | CRC | N/A | |
| Division | Finance | Flexible Work Arrangement | Flexible Work |

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.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Strategic Procurement team at BC Transit plays a critical role in supporting the corporation by leading and facilitating a wide range of complex procurement and contract management activities. This team works collaboratively with project managers, legal teams, and subject matter experts to conduct full-cycle competitive procurement processes and negotiate contracts that align with BC Transit's legal, regulatory, and policy obligations.

Leveraging their extensive knowledge of public procurement and contract law, the Strategic Procurement team provides essential support throughout the entire procurement process. This includes procurement planning, requirements definition, strategic guidance for solicitation development, contract negotiations, and ongoing supplier management. The team's mandate is to ensure compliance, secure the best value for BC Transit, and manage contracts effectively to support the corporation's goals.

Job Overview

Reporting to the Supervisor, Supplier and Contract Management, the Contract Analyst is responsible for the drafting, coordination and execution of BC Transit commercial contracts. Performs a variety of duties relating to corporate contract documents. This involves dealing with and understanding procurement and contract processes, policies and procedures and various

government trade agreements. Responsible for Corporate contract repository, and ensures contract retention is compliant with Provincial guidelines for records management. The Contract Analyst must interact with business owners, vendors, internal stakeholders, local government partners and their corresponding operating companies.

Key Accountabilities and Expectations

| Key Accountability | Expectation |
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| Policies and Procedures | <ul style="list-style-type: none"> • Manages the design, development, and coordination of BC Transit General Services Agreements and various low risk agreements which include but not limited to the following: Capital Acquisition, Construction, Maintenance Repair, IT, HR, Revenue generating contracts. • Provides guidance, advice on the law with respect to commercial contracting, and procurement. • Supports the Senior Contracts Analysts with commercial contracts. • Analyzing, recommending and preparing changes as per the process allowable under the contract. • Proofing commercial contracts and presenting final versions to Manager, Contracts or Senior Contract Analysts. • Contributes to the development and implementation of policies, procedures, standards and systems to optimize program effectiveness and service delivery for all areas of accountability. • Performs related duties in keeping with the purpose and accountabilities of the position. <p>At the discretion of the Supervisor, Supplier and Contract Management, this role may also manage and / or oversee the following:</p> <ul style="list-style-type: none"> • Executing contract details. • Issue notifications to BC Transit contract managers and contractors for contract extensions and expiring contracts. • Coordinate contract signatures from BC Transit authorized signatories and contracting company. • Communicate completed contract & purchase order to internal and external customers. • Collect and track insurance and other documents for expiring and renewal. • Coordinate contracts of internal staff, departments and management led procurements for non-public bids. • Update bid solicitation sites with contracts awarded by BC Transit. • Files and archives and ensures completeness of contracts and agreements. • Setup, maintain electronic and hardcopy files for various Procurement projects and functions. |

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| | <ul style="list-style-type: none"> • Respond to requests from internal & external customers regarding contracts, POs, audits. • Coordinate with Records Management department for off-site storage and retrieval. • Gather FOI information for FOI responses. |
| Additional Duties | <ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job |

| Summary of Qualifications and Job Specific Competencies | |
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| Education | <ul style="list-style-type: none"> • Post secondary degree in Law, Business or a related field. |
| Experience | <ul style="list-style-type: none"> • Three years related experience • An equivalent combination of education and experience may be considered |
| Key job-specific competencies | <ul style="list-style-type: none"> • Identify specific skills and knowledge required for the role • knowledge of procurement/contract law • knowledge of competitive bid processes • knowledge and experience with commercial contract law • Demonstrated ability to analyze business, financial, technical and legal issues and develop solutions • Excellent facilitation and stakeholder engagement skills • Excellent business acumen • Demonstrated written and verbal communication skills |