

Position Identification			
Position Title	Manager, Contracts		
Position Replaces	N/A		
Position Level	Manager	Position Code	1528
Pay Band	Exempt Band 6	Revision Date	Mar-25
Supervisor Title	Director, Strategic Procurement	Sup. Position Code	1228
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Finance		

Organizational Description
<p>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.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>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.</p> <p>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.</p>

Job Overview

Reporting to the Director, Strategic Procurement, the Manager, Contracts is responsible for developing BC Transit's contracting strategies and ensuring appropriate contract templates, policies and process are in place. The position leads two specialized teams: one focuses on post-contract supplier performance and administration, and the other on pre-contract activities such as strategy development, negotiations and contract execution.

This role plays a key leadership position in driving contract strategy, ensuring compliance with regulations, and aligning contract outcomes with organizational goals. The Manager provides strategic advice to the Director and contributes to the continuous improvement of contract management processes, ensuring accuracy and consistency across all documents and templates.

The Manager actively participates in complex contract negotiations and escalations, providing expert advice to the team and supporting dispute resolution when required.

Key Accountabilities and Expectations

Key Accountability	Expectation
Contract Development and Negotiation	<ul style="list-style-type: none">• Direct commercial contract negotiations, ensuring appropriate terms and conditions for contracts that meet organizational needs and regulatory requirements• Ensure the team provides comprehensive contract handover support, facilitating the transition from negotiation to implementation while securing all necessary approvals according to policies and procedures• Lead contract template and document development and maintenance to accurately reflect current legislation, procurement policy and process, ensuring templates are accurate, current accessible and consistent• Create commercial contract templates, with guidance from legal as required
Strategic Leadership and Advice	<ul style="list-style-type: none">• Provide strategic advice and recommendations to the Director to inform progress on broader contract strategies and priorities• Design strategic vision of BC Transit's contracting methods and lead a team of Contract Analysts in development, negotiations and management of BC Transit contracts• Recommends improvements in contract policies, practices and documents based on analysis of current trends, emerging needs and case law

Supplier and Contract Management	<ul style="list-style-type: none"> • Supports the Supervisor in developing post-contract service portfolio, including activities such as supplier management, performance monitoring, change orders, purchase orders, and ongoing administration • Provide guidance and advice to the Contract Analysts and Supervisor in dealing with complicated negotiations, contract drafting, contract management, procurement matters and supplier performance, including support for contract escalations, commercial contract disputes, and arbitrations
Leadership	<ul style="list-style-type: none"> • Oversees the Contracts team, including selection, scheduling, work assignment and review. • Provides leadership, coaching, support and performance management of direct reports ensuring their performance aligns with BC Transit values • Support employees in achieving their professional growth goals by aligning their career aspirations with organizational objectives, identifying skill gaps and fostering employee engagement within the organization
Process Improvement and Implementation	<ul style="list-style-type: none"> • Ensure implementation of new or revised processes to maintain accuracy and consistency across all contracts • Support the Contract Analysts in finalizing and implementing the required contracting strategy methodology based on business needs
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	
Education	<ul style="list-style-type: none"> • Post secondary degree in Law, Supply Chain, Business or a related field • Certification in supply chain (e.g., SCMP, NISCL, CPSM, etc.) is an asset
Experience	<ul style="list-style-type: none"> • Seven (7) years in a business-related role with recent progressive experience in purchasing, contract negotiation, supplier management, and supervisory responsibilities • In-depth knowledge of procurement/contract law, competitive bid processes, contract management and negotiations • Experience with commercial contract law • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Demonstrated ability to analyze business, financial, technical and legal issues and develop solutions • Excellent facilitation and stakeholder engagement skills • Excellent business and political acumen • Written and verbal communication skills