

<b>Job Title:</b>	Senior Contract Analyst	<b>Job Level:</b>	Employee
<b>Division/Department:</b>	Finance	<b>Job Band:</b>	Exempt 3
<b>Supervisor Title:</b>	Manager, Procurement and Contract Administration	<b>Supervisor Job #:</b>	1081

**ORGANIZATIONAL DESCRIPTION**

We love that our head office is in Victoria and we bet you do too!

We are thrilled you've decided to explore a career with us. As a crown corporation and recognized Top Employer in BC, BC Transit is British Columbia's provincial transit authority responsible for transporting 58 million passengers every year, operating 88 transit systems in 130 communities across British Columbia (outside of Greater Vancouver).

We're passionate about helping to reduce congestion in our communities and bringing innovation to public transportation wherever we can including electrifying our fleet, introducing new bus lanes between Colwood and Downtown and exploring mobile payment options, to name just a few.

It's an exciting time to be in the transit industry and we're looking for creative and passionate people to join our team. Not only would you be joining an engaged organization but you'd also get to enjoy flexible work arrangements, extended benefits and a pension plan as just a few of the benefits BC Transit employees are eligible for. Keep reading to find out if this role is meant for you!

**JOB OVERVIEW**

Reporting to the Manager, Procurement and Contract Administration, the Sr. Contracts Analyst is responsible for the design, development, and coordination of BC Transit commercial contracts. Development and rollout of required contract templates for BC Transit use for Procurement led activities.

**ACCOUNTABILITIES**

- Manages the design, development, and coordination of BC Transit contracts 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.
- Determines contracting methodology and model by working closely with business owners
- Leads commercial contract negotiations, , including commercial contract disputes, and arbitrations
- Preparing and amending contracts as required, negotiating deliverables, price and cost elements,
- Proofing commercial contracts and presenting final versions to Senior Leadership
- 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

**QUALIFICATIONS****EDUCATION**

- Bachelors degree in any related discipline (Law, Business, Business Administration, Commerce, etc)
- Three to Five 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
- 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