



Supply Chain Management Association British Columbia  
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8  
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMBABC. If you do change jobs remember to notify SCMABC at [info@scmabc.ca](mailto:info@scmabc.ca) or fax to (604) 540-4023 so that we can update our records.

## Career Opportunity

Position Title : Contracts Professional - Site C (Fort St. John)  
Employer : BC Hydro  
Location : Vancouver  
Date Listed : October 16 2019  
Competition End Date: November 1, 2019  
Salary : Competitive



## Job Summary

### **Position description:**

**Source:** BC Hydro  
**Job Title:** Contracts Professional - Site C (Fort St. John)  
**Job Number:** BCH-T-2861-190916E1  
**Job Location:** Fort St. John, British Columbia, Canada  
**Job Status:** Full-time, Temporary

We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers for four years in a row.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



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***Summary of essential job functions:***

**JOB DESCRIPTION**

**Duties:**

The Contracts Professional will provide post award and pre award contract management services including but not limited to:

- Review procurement plans, contracting plans, scopes of work, specifications, and draft RFP/RFT documents from a post award contract management perspective.
- Perform day to day contract management activities including, but not limited to, attending and/or chairing progress meetings, monitoring schedules, expediting, drafting of change documents as required, facilitate change processes, negotiations, facilitating and negotiation of claims and disputes as required, forecasting, accrual reporting, validation of payment requests, tracking of contract submittals and other deliverables, monitor document controls and contract interpretation.
- Create, manage, change and close work packages in the PPM model as a Work Package Manager.
- The Contracts Professional performs not only day-to-day contract management, but also assists in the design and implementation of innovative strategies to enhance vendor management and optimize BCH's contract spend.
- The Contracts Professional will be responsible for monitoring, analyzing and reporting on a monthly basis the expenditures on all BCH contracts.
- Key success factors for the role include the ability to work with and influence others (both internal and external stakeholders), the ability to understand and optimize detailed contract terms and conditions and the ability to implement continuous improvements to streamline processes.

**Minimum requirements:**

- The successful candidate must have a business-related degree and a minimum of seven years progressive experience managing and understanding complex installation, supply, consulting services and construction contracts (an equivalent combination of relevant education and technical work experience may be considered).

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- Partial or full completion of the Supply Chain Management Professional (SCMP-PMAC) Designation and /or International Association of Contract and Commercial Management (IACCM) Certification to Practitioner level is an asset.
- Experience managing and understanding information technology and telecommunications contracts (and/or information technology and telecommunications work technical education / experience) is an asset.
- Must possess excellent interpersonal, communication, negotiating, project management, planning and organizational skills.
- Proven abilities (as they relate to contract management) in influencing internal and external parties, managing risk, and optimizing costs through innovation.
- Preference will be given to candidates with prior knowledge and experience with contract reporting systems and tools such as Unifier.
- Proficiency with MS Office including MS Word, Excel, and PowerPoint is required.

## ADDITIONAL INFORMATION

### ← How to Apply

To Apply : Interested candidates should submit their applications online at [https://app.bchydro.com/careers/current\\_opp.html](https://app.bchydro.com/careers/current_opp.html) by **November 1, 2019**.

Contact : [https://app.bchydro.com/careers/current\\_opp.html](https://app.bchydro.com/careers/current_opp.html)  
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Company Web Site : [https://app.bchydro.com/careers/current\\_opp.html](https://app.bchydro.com/careers/current_opp.html)



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