

Source: BC Hydro
Job Title: Contract Manager - Site C Fort St John
Job Number: BCH-T-9519-201216E1
Job Number:: Fort St John Site C Construction Office, British Columbia, Canada

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.

JOB DESCRIPTION

Duties:

The Contracts Manager will provide support to the Senior Construction Manager as well as leadership to a team comprised of contract professionals and technologists for a major contract on the Site C Project. The successful candidate will be a senior, experienced Contracts Management professional with a proven track record of leading Contract Management associated with the construction of industrial mechanical and electrical projects.

Accountabilities will include:

- Providing leadership and work guidance that fosters a collaborative, productive, and healthy work and team environment
- Hiring and managing staff, facilitating training and development, monitors performance and provides ongoing coaching and feedback.
- Responsible for team development and engagement which includes career development and succession planning
- Champions safety and acts as a role model for setting behaviors and standards
- Provides support to the Sub Project Manager for decision making and direction and escalates risks to Senior Management where there is a risk that contractual requirements will not be met or other commercial risks arise
- Providing leadership to 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.

- Leads design and implementation of innovative strategies to enhance vendor management and optimize BCH's contract spend.
- Builds and maintains a healthy working relationship with internal Stakeholders who include, Project Managers, Construction, Engineering, Environment, Safety, Quality, Project Controls and Site Engineering and Acceptance teams.
- Creates a culture of continuous improvement.
- Champion initiatives to improve the quality of service provided to Stakeholders.
- Mentor and provide expert level of advice on contract related risk identification and risk mitigation techniques.
- Support with the identification of alternatives to address Vendor non-compliance with the contract and propose recommendations, within the terms of the contract, to the Project Manager and Construction Manager.
- Monitor contract performance and ensure contractual issues are identified, communicated to Stakeholders, and actioned appropriately ensuring that there are no negative impacts to functioning of the facility.
- Managing post-award Vendor relationships to ensure the spirit and intent of the contract is achieved.
- Support the "Hydro's Representative and/or Delegate" (the named contract authority who represents BC Hydro in all contractual matters under the contract) within the terms of the contract, BC Hydro's practices and financial policies.
- Ensures that BC Hydro fulfills its obligations under the contract and takes prompt action to resolve and mitigate claims.

Qualifications:

- Degree in a relevant discipline such as Business, Law, Finance, Economics and/or Engineering
- Minimum of twelve (12) years progressive experience in a dynamic business environment leading and managing teams that includes involvement in major infrastructure project contract formation, contract management and administration, contract claims, category management, ideally in a complex operating environment.
- Demonstrated people leadership, and collaboration skills
- Must possess excellent interpersonal, written and oral communication skills including to senior management levels

- Excellent negotiating, project management, planning, time management and organizational skills.
- Ability to lead and operate within an environment of ambiguity, where change happens frequently.
- Proven abilities (as they relate to contract management) in influencing internal and external parties, developing relationships, managing risk, and optimizing costs through innovation.
- Proficiency with MS Office including MS Word, Excel, and PowerPoint is required.
- Proficiency with Unifier, SharePoint and SAP is preferred.
- *Demonstrated experience in contract law is a pre-requirement for this position.

ADDITIONAL INFORMATION

This location may be eligible for a Remote Incentive of 12%. Remote Incentives are paid bi-weekly to Full-Time Regular employees working in eligible remote locations.

Driver's License Type = Class 5

Please be advised that this role has been assessed as safety sensitive and pre-qualification alcohol and drug testing will be required as a pre-condition to employment.

- This role will be based in the Site C Construction office in Fort St-John, and relocation is preferred, as we do not offer Fly-In-fly-Out.
- This is a full-time temporary position until approximately December 2024
- Candidate should possess experience working on large scale, complex, multi-year infrastructure
- Candidate should possess experience and a proven track record of leading Contract Management associated with the construction of industrial mechanical and electrical projects.
- Knowledge and experience with BCH Hydro's Project and Portfolio Management tools (PPM) and Business Warehouse, Passport, Primavera P6/Unifier, SharePoint and SAP applications are an asset.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **January 7, 2021**.

[Click here](#) to access the job posting or visit the [BC Hydro "Current Opportunities" Careers page](#) to view and apply for jobs.

You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.

On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

We are safe.

We are here for our customers.

We are one team.

We act with integrity.

We respect our province.

We are forward thinking.

BC Hydro is an equal opportunity employer.