



Work where you matter.

Vancouver Island University invites applications for the role of **Contract Specialist**.

Ideally situated on Mid-Vancouver Island with spectacular views of the coastal mountains, Vancouver Island University is a comprehensive teaching university with approximately 15,000 students across four campuses. VIU proudly fosters student success, strong community connections and international collaborations by providing access to a wide range of programs, from academic undergraduate and master's to industry-responsive trades and vocational training. To be a part of the VIU community is to know what it is like to *matter here*.

The VIU community acknowledges the traditional, unceded territories of the Snuneymuxw, Quw'utsun, Tla'Amin, Snaw-naw-as and Qualicum First Nation on whose lands we teach, learn, research, live and share knowledge. We raise our hands and say Hay ch qa' sii'em sieye' yu mukw Mustimuxw to the original stewards of these territories.

The **Contract Specialist** is responsible for providing leadership and managing the day-to-day activities related to contracts, contract management, and supplier performance management on behalf of VIU. The Contract Specialist will work closely with the Procurement team and other VIU internal business units and will play a key role to ensure that all contracts VIU enters into (excluding employment contracts) include proper terms & conditions, operational requirements and deliverables, adhere to legislative requirements, and minimize risk to the institution.

The **Contract Specialist** will require a solid knowledge of contract law, contract drafting, Canadian Government contracting policy and process and have superior negotiation and relationship management skills. In addition, the Contract Specialist will act as the contracts subject matter expert, coaching, supporting and guiding all VIU business units on contractual risks and issues.

This position reports directly to the Senior Manager, Strategic Procurement and works with all levels of management and clients across all departments and faculties. External contacts include representatives from the government and other public sector agencies, auditors, management consultants, and suppliers.

**Responsibilities of the Contract Specialist:**

- Take a significant role in timely contract and amendment reviews, development, negotiations, contract execution; ensuring accuracy, risk mitigation, and proper signing authority.
- Support the Procurement team in bid preparation with respect to inclusion of applicable contract templates or terms and conditions, and review and advise on contractual statements in supplier proposals.
- Maintain contract standards, templates, and relevant terms and conditions in the areas of procurement, outsourcing, collaborative agreements and strategic partnerships.

- Review contracts from external parties and provide recommendations to align agreements with institutional policies, risk requirements and best practices.
- Examine terms and conditions of contracts including scope of work, pricing arrangements, performance requirements, liability, insurance, privacy, etc. to ensure completeness and accuracy.
- Provide professional and specialized advice and recommendations to internal clients on the formation and administration of contracts including developing contract terms and conditions and generating appropriate contract language to capture intent and risk of planned activities.
- Recommend contractual strategies for successful execution of planned activities to maximize efficiency, cost savings and minimize liability exposure, including identifying problems and providing solutions for internal operational issues pertaining to the contract or related agreement that will impact programs or institutional issues including the employment of others.
- Interact with a diverse internal client base, review and understand proposed activity and provide recommendations and advice to determine the appropriate form of contract, and inclusion of specialized terms and conditions.
- Identify, analyze and provide recommendations on potential contracting risks and liabilities associated with business activities by providing advice in the area of contract law, and escalate to Senior Management when necessary.
- When required, consult with external legal counsel regarding templates or interpretation of issues. This may also include contract reviews, contract changes, and assistance with negotiations.
- Liaise with internal clients to ensure suppliers are completing work to schedule and to required quality levels.
- Single point of contact for managing the indemnity approval process for VIU which includes reviewing indemnity and insurance obligations in contracts and forwarding to University, College and Institute Protection Program for input and approval, when required.
- Responsible for managing VIU's central contract database system and associated file systems
- Initiate and maintain contract templates and standards and processes for contract management and supplier performance management.
- Provide assistance to high value and/or high risk projects and other areas as required.
- Stay informed and make others aware of changes to legislation that may affect the business area's activities, procedures and policies.
- Keeps immediate supervisor and the business area apprised of business risk issues.
- Support the Senior Manager, Strategic Procurement with University-wide initiatives and programs.

#### **Required Qualifications and Competencies of the Contract Specialist:**

- A bachelor's degree in business or law/legal studies or SCMP designation
- 5-years' experience working in a complex and diverse environment managing complex contracts and service agreements with 3-years'+ experience in contract administration or procurement with a focus on contract administration
- Demonstrated knowledge of contract law and its application to developing, reviewing and negotiating contracts, and risk mitigation -- combination of education and experience may be considered
- Strong leadership, interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Customer service-focused approach to contract management
- Strong risk identification, management and mitigation strategies
- Demonstrated ability to use sound judgment, confidentiality, tact and discretion in dealing with a wide variety of sensitive issues that surface in a diverse environment

- Considerable experience managing risk associated with major acquisitions and construction projects, ensuring insurance and bonding requirements are addressed
- Extensive experience negotiating contracts and resolving contract disputes
- Ability to conduct research on the internet and elsewhere for licensing and contractual items, etc.
- Ability to effectively manage multiple projects/tasks, set priorities and meet deadlines
- Knowledge of current trade agreements and provincial public sector procurement standards
- Skills in establishing and maintaining effective working relationships
- Strong analytical skills, sound decision-making ability, excellent attention to detail and pride in a well-executed finished product
- Ability to work with limited direction and to function as a team member
- Resilient, highly motivated and approaches challenges with tenacity.
- Excellent knowledge of English language, verbal and written
- Proficient computer skills including ERP systems, purchasing/business software applications, Microsoft Word and Excel

View the full job description and apply [online](#) by the close date of February 21.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. VIU embraces the principle of employment equity and encourages applications from women, persons with disabilities, visible minorities, and people of Aboriginal descent.