

Contracts Professional - Site C (Fort St.John)

Positions Available: 4

Status:	Full-time (37.5 hrs/wk) Temporary	Job Location:	Fort St. John Site C Constr Ofc
		Flexible Work Role:	
		Region:	Northern Interior

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.

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

Interested in shaping the future of British Columbia's clean energy?

Are you passionate about delivering large-scale projects?

Do you thrive in collaborative team environments where no one day is the same?

Then the Site C contracts team may be the place for you.

The Site C Clean Energy Project (Site C) will be a third dam and hydroelectric generating station on the Peace River in northeast B.C.

Site C will provide 1,100 megawatts (MW) of capacity, and produce about 5,100 gigawatt hours (GWh) of electricity each year – enough energy to power the equivalent of about 450,000 homes per year in B. C.

Construction of the project started in summer 2015 and will be completed in 2024.

Site C will be a source of clean, reliable and affordable electricity for more than 100 years.

The Site C Project is building its contract management capacity to support the next phase of dam construction. We're looking for highly motivated and talented individuals to support this exciting project.

JOB DESCRIPTION

Duties:

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

*Perform analysis of contract changes and provide commercial recommendations; update records, log/track correspondence, validate invoices to contract terms, review change requests, prepare, issue and file change orders and change directives.

*Review and manage contractual obligations of the parties and provide continual review to ensure that all terms and conditions are met; monitor contract performance, including the reporting and status of contractor and BC Hydro deliverables

*Engage with applicable stakeholders and Project / Construction Management for resolution of contract issues, including change management, contract disputes and claims management / resolution

*Participate / lead lessons-learned meetings and / or documents and shares any lessons learned that were identified during contract execution

*Prepare contract close-out activities

*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, preparing and issuing meeting minutes, 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.

*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.

Qualifications:

*The successful candidate must have an engineering or 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).

*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.

*Knowledge and experience with Primavera P6/ Unifier, SharePoint and SAP applications are an asset.

*Highly skilled in change management and must have excellent interpersonal, communication,

team building and personable

*Ability to multi-task and simultaneously manage multiple complex / large projects with deadlines and deliverables

*Strong analytic, risk assessment and business strategy skills to work effectively in cross functional teams through complex business issues

*Familiar with Unit Price T&M and Lump Sum contracts

*Demonstrated understanding of contract terminology and contract interpretation, contract strategies, pricing models and contract risks.

*Must be a team player and 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.

ADDITIONAL INFORMATION

This location may be eligible for a Remote Incentive of 12%.

The following must be maintained as a condition of employment: Driver's License Type = Class 5

*This is a construction site position based at Site C Clean Energy Project Site Fort Saint John BC. Please note that relocation is preferred, as we are not offering Fly In Fly Out benefits, or free accommodation.

*Note that these positions will be scheduled on a 14/7 shift schedule.

*Note that this posting will be used to fill multiple vacancies that are expected to run until between 2023 - December 2024.

This location may be eligible for a Remote Incentive of 12%.

The following must be maintained as a condition of employment: Driver's License Type = Class 5

* BC Hydro employees will be required to provide proof they are fully vaccinated effective November 22, 2021.

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.

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 include everyone.

We act with integrity and respect.

We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at Recruitmenthelp@BCHydro.com.

Flexible work model role definitions

=====

Our four role types identify the degree of flexibility an employee could have to work from home based on the type of work they do. The flexibility for an individual job is up to the manager for each position and the operational requirements. Employees also have the right to work full-time from the office if they prefer. All of our roles require at least some in-person time.

IBEW/Field – No option to work from home

Resident – Works primarily (4+ days per week) in the office.

Hybrid – May be able to work from home up to 3 days per week.

Remote – Works from home 4+ days per week

HOW TO APPLY

Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

Click on the Apply button in order to complete the steps to apply for this job.

Date Posted: 2021-12-14

Closing Date: 2022-01-19