

## A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing [RecruitmentHelp@bchydro.com](mailto:RecruitmentHelp@bchydro.com), as adjustments can be made to help support you in your application process.

---

### Construction Contracts Specialist

Number of positions: 2

Job Location: Edmonds C03

Employment type: Temporary

Region: Lower Mainland

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: \$ 127,900.00 - 161,800.00

---

### Position Highlights

The Contracts Management Division in Capital Construction, which includes multiple Contract Management Departments, requires two FTT Contract Specialist Team Leads for initial 12 month or 24 month rotations. This will be a combined recruitment and interview process. Please confirm your preferences for the departments detailed below. Your preference will be taken into consideration where possible but ultimately the final decision on offers will be managers discretion.

#### Interior Contract Management – Contract Specialist & Team Lead (24 months)

The Interior Contract Management department specializes in the management of construction, supply and professional services contracts. The team supports project teams in the management of contracts for projects in the Southern Interior, and Northern Interior regions. The Contracts Specialist & Team Lead will be responsible for a large and diverse portfolio of contracts and will lead a small team of Contract Professionals and Contract Admin Technologists. The Contract Specialist may act as Hydro's Representative on some contracts or provide commercial support to other project team members.

#### Coastal Contract Management – Contract Specialist & Team Lead (12 months)

The Coastal Contract Management department specializes in the management of construction, supply and professional services contracts. The team supports project teams in the management of contracts for projects in the Lower Mainland, Vancouver Island and Bridge River regions. The Contracts Specialist & Team Lead will be responsible for a large and diverse portfolio of contracts and will lead a small team of Contract Professionals and Contract Admin Technologists. The Contract Specialist may act as Hydro's Representative on some contracts or provide commercial support to other project team members.

### What you'll do

- \* Lead a team of M&P, MoveUp and Consultants in the delivery of a portfolio of projects. Provide management, mentorship and guidance to the team, including providing formal performance reviews, goal setting and career development.
- \* Plan for successful delivery of projects in the assigned portfolio by developing resource forecasts and plans, ensuring resources are available and capable to support the work.
- \* Provide consultation and sound advice on BC Hydro's position with respect to key/complex contract management opportunities and/or risks including the validity and impact of claims and contract changes.
- \* Support the Contract Development by working closely with Procurement to develop supply chain strategies, contracting plans and draft RFx documents.
- \* Develop strategies to ensure preservation of BC Hydro entitlements through effective and timely application of contractual mechanisms.
- \* Support the BC Hydro Representative managing contract risk, managing claims, contract changes and disputes, perform

entitlement and quantum analysis and developing strength of claims reports and claim negotiation mandates.

- \* Prepare and/or oversee and support the preparation of required documentation for all aspects of contract management and administration including management of contract changes and contractor payments. Ensure consistent methodology and processes for issues being managed.
- \* Understand, identify and calculate quantum associated with claimed events, delay costs, schedule impact and budget allocations.
- \* Provide leadership, coaching and mentoring to develop claims and contract management skills and knowledge within the team.
- \* Collaborate with internal stakeholders to improve contracts and claim management practices across the business.
- \* Implement and improve internal processes to monitor, analyze and provide reporting, to the project stakeholders, around forecasting contentious claims and liabilities.
- \* Develop claims avoidance, mitigation and management practice within the confines of BC Hydro practices and financial policies.

## **What you bring**

- \* Degree or equivalent in a relevant discipline such as Business, Law, Finance, or Engineering.
- \* Twelve (12)+ years of progressive supply chain/contract management experience supporting projects or operations with complex contracts in the areas of major equipment supply, supply and installation, and construction . A combination of education, professional training and relevant experience may be considered.
- \* A record of continuous professional development specific to the requirements of the role.
- \* Demonstrated experience leading the management of complex contracts, negotiations and vendor relationships.
- \* Previous leadership, coaching and mentoring experience is a strong asset.
- \* Demonstrated competency in claims management and dispute resolution.
- \* Must possess excellent interpersonal, communications, negotiating, and organizational skills.
- \* Strong analysis and risk assessment skills.
- \* Proven abilities in influencing internal and external parties, managing risk, and optimizing costs through innovation.
- \* Knowledge and experience with BC Hydro's Project and Portfolio Management tools (PPM) and Primavera P6, and SAP applications is an asset.

## **What we offer**

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

For more information on the benefits we offer, visit [bchydro.com/benefits](https://bchydro.com/benefits).

## **What else you should know**

Before you apply, please confirm you meet BC Hydro's time in role requirement. M&P employees must meet the time in role requirement specified in their most recent offer letter. For MoveUP and IBEW employees, the current time in role as outlined in the Collective Agreements will 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.

**Date Posted:**

2025-09-12

**Closing Date:**

2025-09-23

