

Source: BC Hydro
Job Title: Contracts Professional - Site C (Fort St.John)
Job Number: BCH-T-5977-210716E1
Job Location: Fort St. John, 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 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

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 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 at least one of these openings 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 approximately December 2024.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **Aug 01, 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.