



Canadian Nuclear Laboratories | Laboratoires Nucléaires Canadiens

Position Title: Contract Manager

Position #: 21911

Category: Supply Chain & Logistics

Location: Chalk River Laboratories, Chalk River, ON

Job Duration: Full-Time, Permanent

Salary: \$83,800 - \$125,300 per annum

INTRO

Functionally reporting to a Supply Chain Manager, the Contract Manager provides leadership and oversight related to contract management activities, for large projects with multiple contracts of high value, complexity and/or risk. The incumbent must be versed in both pre and post contract management activities. The incumbent acts as a liaison and is accountable for the delivery of contract administration/management activities, with support from Contract Administrators, as required. The Contract Manager is responsible for managing the contractual requirements and relationships between CNL and Contractors/Suppliers, to ensure both parties have fulfilled their mutual contractual obligations.

DUTIES

- Provides authoritative professional advice and support to Internal Customers through the management of contracts and relationships with Contractors/Suppliers.
- Manages an effective relationship with the Contractor/Supplier.
- Promotes and ensures a customer service orientated approach to delivery requirements with recognition of relevant constraints, timelines and budgets.
- Provide oversight to the development of Contract Execution Plans to support administration/management of contracts, as required.
- Develops or supports the development of appropriate Category Management Plans alongside Contract Officers, Contract Administrators and Contract Leads.
- Reads, analyzes, provides advice and applies the contract in daily transactions and in minor disputes.
- Provides oversight and leads the development of negotiation strategies, negotiations and resolution of relevant commercial/contractual issues (i.e., contract changes, disputes, claims, etc.), relationship management, administration and performance management/oversight, including appropriate financial, change and risk management.
- Co-ordinates, leads and/or supports Contract Kick-off Meetings, and supports the Contractor/Supplier Progress meetings.
- Functions as a Single Point of Contact (SPOC) during contract execution, for all commercial and contractual matters between CNL and the Contractor/Supplier.
- Liaises and works with other functional groups including Legal, Quality Assurance, Safety, and Finance, as required throughout the contract execution lifecycle.

- Works with and seeks appropriate advice from CNL Legal on contract amendments, determining contract risks, potential resolutions/disputes, and claims.
- Manages Contract Change Control to ensure that changes are identified early, evaluated, negotiated, documented, funded and approved as per contractual requirements.
- Ensures Contract logs are managed, contract deliverables are tracked, and all contract documentation is filed in accordance with Document Control procedures.
- Documents, logs, manages and tracks decisions and events relevant to the contract agreement.
- Supports invoice validation to ensure compliance with contractual requirements, and monitors the timely payments to Contractors/Suppliers.
- Monitors expenditures and accruals against the contract, and works with Internal Customers to ensure accuracy of financial information.
- Provides advice and applies specialized knowledge in the development of contract administration processes, procedures and tools.
- Verifies in conjunction with the Contract Team that all contractual obligations, including the technical and commercial conditions are fulfilled throughout the contract.
- Verifies contract completion and ensures that all work has been completed, and that all deficiencies and administrative matters have been resolved.
- Enforces a proportional performance management approach to individual contracts, consistent with the contract requirements, including but not limited to monitoring of contract cost, schedule, quality, and technical performance, as well as the implementation of CNL Contractor Performance Scorecards, as applicable.
- Participates in/leads Lessons Learned meetings, and/or documents and shares any Lessons Learned that were identified during contract execution, and ensures such lessons are relayed for future procurements or Contractor/Supplier development.
- Identifies and recommends improvements to complex processes that affect own area and others/Internal Customers.
- Participates, leads where identified, and implements process/procedure creation and/or improvements.
- Responds to situations to contain/mitigate short-term risk in accordance with established processes and procedures.
- Collates necessary information regarding contract(s), to provide input to Relationship Development Plans, and relevant Steering Committees or meetings of Senior Representatives.
- Shall ensure they are sufficiently familiar with the work and the progress of the Work, including an appropriate level of attendance at the Work Site, as applicable.

QUALIFICATIONS

Education

- Post-secondary education in Business Administration, Law, Accounting, Finance, Supply Chain Management, Engineering and/or Contract Administration, with 10+ years pertinent experience or equivalent experience with projects and/or construction projects.
- Designation holder or enrolment in the Certified Supply Chain Management Professional (CSCMP) certification or enrolment in a relevant contract administration/management

program (e.g., Certified Professional in Supply Management (CPSM)), is considered an asset.

Experience

- Demonstrated knowledge and understanding of contract management, contract law, procurement practices/processes and tasks, with emphasis on complex procurements where the participation of technical experts is required (e.g., technical experts, legal, quality assurance, etc.).
- Formal training and/or demonstrated experience in customer service, relationship management, negotiations, and/or conflict, claims and dispute resolution.
- Experience in a highly regulated or nuclear environment would be an asset.
- Technical background or demonstrated understanding of design/construction contracts would be an asset.

Abilities and Skills

- Must be able to work independently, establish priorities in order to meet conflicting deadlines, and to resolve conflicts promptly.
- Must possess strong work ethics and sense of accountability, and a willingness to devote additional/extended hours, when required.
- Must be able to interpret scopes of work, drawings and/or technical specifications, and understand basic technical and quality issues.
- Possesses excellent skills pertaining to attention to detail, written and oral communication, time management, coordination, planning, organization, problem solving, analysis, research, reporting, customer service, and leadership.
- Must possess strong negotiation and dispute resolution skills.
- Demonstrated ability to lead others through influence rather than authority.
- Must use their leadership, organizational and time management skills to lead, coordinate and facilitate contract administration/management requirements for multiple and/or large Contracts.
- Possesses strong computer skills, and knowledge of MS Office Suite programs (e.g., Word, Outlook, Excel and PowerPoint). Good working knowledge of Oracle E-Business Suite, SharePoint, ATOM, ISNetwork, E-Sign, and Contract Risk Management applications such as AVEVA – ProCon, is considered an asset.
- Must be able to maintain organized, clear and concise electronic documentation and contract files, during all stages of the procurement, as defined by CNL's policies/guidelines.
- Demonstration of strong emotional intelligence and communication skills to work with a wide range of Stakeholders.
- Evidence of effective analytical abilities to interpret data and use to develop strategies and tactics.
- Sound knowledge and appreciation of ethical contracting and business conduct and practices, and demonstrates a high level of professionalism.
- Demonstrated ability to produce high-quality written documentation.

- Demonstrated ability to lead, mentor, motivate and align staff, Internal Customers, Stakeholders and Contractors/Suppliers.

Job/Industry Specific Knowledge

- Demonstrated understanding of contract terminology and contract interpretation, contract strategies, pricing models (e.g., Fixed Price, Unit, Time and Material (T&M), Target Cost, etc.) and various contract risks and liabilities.
- Knowledge and experience with a variety of Quality Assurance programs.
- Understanding of Financial (cost) management and Accounting practices.
- Knowledge of Nuclear Quality Assurance programs is considered an asset.

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