

Requisition Information;

Who Can Apply?: **Internal (DCC Employees) and External (General Public)**

Salary Range: **\$83,752- \$113,067**

Employment status: **Continuing**

Term Length:

Security Level: **Secret**

Language Requirement: **English Essential**

Closing Date: **11/03/24**

Country: **Canada**

Reporting to (Title): **Team Leader, Contract Services**

Description:

The Coordinator, Contract Services, arranges and prepares contracts for the Client-Partners (e.g. construction, professional services). The incumbent provides advice on the appropriate procurement approach required to meet Client-Partner needs for complex procurements, reviews Client-Partner documentation, and arranges for the preparation, bid review and submission of documents to the responsible contract authority. The incumbent also makes recommendations to the contract authority about initiating procurement, process decisions and contract awards, and manages the Client-Partner relationship. The incumbent may also lead and manage the human resources responsibilities for an employee or a team.

KEY AND PERIODIC ACTIVITIES

The duties and responsibilities listed below are representative but not all-inclusive:

Primary

- Provide advice regarding all aspects of procurement to meet Client-Partner needs for complex procurements
- Review Client-Partner information (e.g. specifications, financial details, security) and assemble for submission to the contract authority
- Prepare procurement documents for complex procurements
- Review tender submissions for compliance and facilitate proposal evaluations
- Make recommendations to the contract authority for approval (e.g. procurement initiation, process decisions, contract awards)
- Negotiate contracts with proponents
- Respond to inquiries from bidders
- Communicate with Client-Partners and industry, including debriefing unsuccessful bidders
- Review and approve initiation and award of contracts, within delegated signing authority

- Participate, promote and sometimes lead procurement planning with Client-Partners
- Develop and maintain effective relationships within DCC, and with industry, the Client-Partners and/or stakeholders
- Ensure quality standards are met, in line with corporate and Client-Partner expectations
- Manage risk
- May perform human resources functions (e.g. coach, supervise, mentor, plan and allocate resources, and manage performance)

Other

- Develop new templates for contracting approaches
- Research innovative procedures (e.g. process improvements, procurement techniques for unique requirements)
- Other duties as assigned

SKILLS

General and Specific Knowledge

- Best practices, methods, trends and legislation in procurement
- DCC and Client-Partner procurement processes and procedures
- Government policies and trade agreements
- Project and risk management principles

Formal Education and/or Certification(s) and Experience

- **Minimum:** university degree in architecture, engineering or related field with five years' relevant experience, or the equivalent

Abilities

- Use applicable computer software and operating systems
- Apply project and risk management techniques
- Demonstrate leadership and human resources management skills

DEVELOPMENT AND LEADERSHIP

- May be accountable and responsible for direct reports
- Provide functional direction and advice to employees and to Client-Partners

WORKING CONDITIONS

- Typical office environment with occasional travel

- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

Check out the benefits

Working with DCC offers excellent opportunities for growth – and entitles you to one of the job market's best benefits packages. In your role as Coordinator, Contract Services, your package is valued at 25% to 30% of your salary.

Your package will include:

- Public service pension
- 100% employer-paid annual sick leave, health and dental premiums, and life, accidental death, and short- and long-term disability insurance
- \$300 Wellness Allowance (e.g., gym membership)
- \$1,500 for mental health services on top of regular \$1,500 paramedical coverage
- \$750 Health Care Spending Account (for some medical expenses that aren't covered under provincial plans or our standard insurance plan)
- Telus Virtual Health Care
- Maternity and parental leave top-up plan to 93% of regular gross earnings for a maximum of 17 weeks
- Hybrid workplace options including \$400 allowance every two years to support work-from-home options
- Enhanced inConfidence employee and family assistance program
- Deluxe travel benefit plans
- Comprehensive vacation and other paid leave plans

Historic Kingston—located on the St. Lawrence River, halfway between Ottawa and Toronto—has many of the features of much larger cities but a small-town atmosphere and lifestyle. Home to three post-secondary institutions (Queen's University, Royal Military College and St. Lawrence College) and a lively arts scene, Kingston is regularly ranked among the top 10 places to live and work in Canada.