

JOB DESCRIPTION

JOB DETAILS

Job Title: Procurement Contract Specialist	Job ID: AO2411
Classification: Administrative Officer R24	Classification Date: (MM/DD/YYYY)
Branch: Procurement Services	Unit: CRP-Procurement Services
Reports to: Corporate Lead, Contracts & Procurement	Security Screening: Yes
Union/Excluded BCGEU	

BRANCH DESCRIPTION

Procurement Services contributes to the Corporation's comprehensive and coordinated approach in procuring goods and services to meet the Corporation's business requirements by providing leadership, advice and support in all related procurement activities from sourcing to the issuing of contracts and purchase orders. The branch provides services based on the principles of fair and open procurement practices, transparency and accountability, and value for money.

JOB SUMMARY

Reporting to the Corporate Lead, Contracts & Procurement, the procurement contract specialist is primarily responsible for the planning, leading and implementation of complex and challenging procurement services to procure various professional services, with many related to information technology. This includes assessing business needs, providing guidance, drafting detailed specifications and related solicitation documents, providing leadership in the competitive bidding process, assessing risk, participating with contract negotiation, drafting contracts, reviewing vendor performance, and addressing contractual issues.

JOB RESPONSIBILITIES

- Researches market and alternative procurement strategies to support complex procurement planning for business programs and identifies opportunities for improved services and/or cost efficiencies.
- Monitors changes in applicable trade agreements and advises staff and management on obligations/requirements.
- Identifies and recommends procurement options to meet program needs; conducts cost/benefit analysis to identify alternatives; identifies risks/issues and plans for contingencies.
- Reviews business cases from a strategic procurement perspective..
- Determines appropriate solicitation strategies and methods for non-routine procurement and prepares solicitation documents that translate program needs.
- Reviews and approves risk management plans and treatment strategies.
- Provides specialist advice, decision support and policy/trade agreement interpretation to executive, staff and external stakeholders (i.e. contract performance issues, enforcement of contract terms and resolution of issues).
- Ensures decision-making processes comply with trade agreement obligations as well as Pension Corporation's policies and standards.
- Develops negotiation plans, mediates differences and negotiates outcomes (i.e. contract terms or amendments) .
- Writes contracts and schedules, develops draft custom contract clauses for approval by legal counsel and develops and implements Pension Corporation templates and other procurement tools.
- Confirms/approves evaluation outcomes and assists and/or leads program managers with planning and facilitating debriefing sessions and addressing issues to support sectoral/industry relationships.
- Determines need and ensures financial and insurance processes are in place (i.e. performance guarantees, certificates of insurance, bonds and letters of credit).
- Liaises with Legal Services, Risk, Planning, Information Management, Privacy, Security and other areas as required.
- Analyzes data (e.g. contract statistics, volume, enhanced supply opportunities) and prepares complex reports for targeted audiences (e.g. contractor, executive, stakeholders).
- Develops communication strategies regarding the solicitation process ; develops evaluation materials for stakeholders and coordinates responses to proponent/vendor questions.
- Collects information regarding vendor complaints and drafts a response for review and approval.
- Identifies training requirements and designs, promotes and delivers procurement and/or contract management training.

EDUCATION

Degree/Diploma Obtained

Program of Study

Degree or diploma in business administration, supply chain management, or related field, or a combination of post-secondary courses related to procurement and contract management and relevant experience.

EXPERIENCE

Years of Experience

Type of Experience

Minimum of three years of experience in the following:

- Drafting and reviewing solicitation documents to procure general professional services and/or information technology services;
- Leading the full procurement life cycle and analyzing issues, evaluating options and recommending solutions;
- Drafting and reviewing contract documentation, contract negotiations, contract management and resolving contractual issues.

Experience in public sector procurement preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procurement policy development , risk management and conflict resolution.
- Knowledge of contract law, trade agreements, public procurement requirements, practices and issues.
- Considerable knowledge of the principles, standard techniques and best practices related to procurement.
- Working knowledge of financial systems such as Oracle Fusion preferred.
- Competent writing skills including the formulation and development of contracts and bid documents.
- Considerable ability to evaluate and analyze price, innovative ideas, quality and service factors and to determine suitability of contracted services and suppliers.
- Ability to work independently and manage a portfolio of internal clients.
- Ability to develop options and recommendations for presentation to management and/or executive.
- Ability to write and speak clearly, concisely and precisely.
- Ability to negotiate contractual agreements.
- Competent user of MS Office, Outlook, Teams, Word and Excel.
- Demonstrated interpersonal skills with the ability to establish and maintain strong working relationships within the team, all levels of staff in the Corporation, various stakeholders and external service providers.

CORE COMPETENCIES

Navigating Change L2

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Invites input and feedback on proposed changes.
- Supports others in generating new and innovative approaches.
- Builds support for new approaches and initiatives.
- Shares information on change in a timely manner.
- Identifies innovative approaches to deal with situations for which no known precedent exists.
- Eliminates unnecessary work activities.

Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
- Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
- Openly shares knowledge with other employees.
- Seeks to learn from other employees.
- Takes advantage of learning opportunities provided to meet job requirements.

Client Orientation L2

Making it easy for our external and internal clients - seeing things through their eyes.

- Anticipates clients' needs and concerns.
- Develops procedures and practices to ensure consistent service.
- Leads or participates in efforts to enhance service delivery systems and processes.
- Ensures consistency of service experience.

Accountability L1

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Organizes own work load, clarifying priorities and expectations.
- Participates in monitoring own performance.
- Adjusts actions to meet expectations.
- Takes action on things that need attention.
- Supports organizational initiatives and activities.

Inspiring Trust L2

Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
 - Demonstrates confidence in own abilities, views or decisions when challenged.
 - Provides skill, knowledge and talents to resolve complex issues.
 - Fosters trust by communicating consistent, reliable and accurate information.
 - Builds on others' ideas to develop support.
 - Helps others build confidence in themselves.
 - Recognizes the contributions and successes of others.
-

Decision Making L2

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
 - Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
 - Uses sound business sense to make decisions.
 - Considers risks when identifying or recommending options.
 - Provides context and rationale for decisions.
 - Provides information to others to support decision making on complex issues.
-

Organizational Focus L2

Aligning work priorities, processes and practices to achieve the strategic direction.

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.