

Source: **BC Hydro**
Job Title: **Contracts Professional**
Job Location: **Burnaby, British Columbia, Canada**
Annual Salary: **\$ 107,000.00 - 135,300.00**
Number of positions: **3**

Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

JOB DESCRIPTION

Duties:

This posting is for one Full Time Regular Contracts Professional role and up to two additional Full Time Temporary Contracts Professional roles for a duration of 12 months.

The Contract Management Division is responsible for supporting the \$2B/year capital plan by effectively providing pre-award and post-award contract management activities for a diverse portfolio of contracts across multiple teams:

Equipment Supply Contracts department: specializes in the management of major engineered equipment supply, or supply & install contracts - managing contracts from award through design, fabrication, delivery, installation, and commissioning at site.

Teams are involved in both Generation and Transmission & Distribution capital projects and will work closely with internal and external stakeholders in the management of complex contracts to mitigate risk, manage contract performance, and optimize costs.

Key responsibilities include:

- * Identify alternatives to address vendor performance issues, relationship management issues and vendor non-compliance, ensuring lessons learned are identified and applied and turning difficult conversations into constructive, mutually beneficial outcomes.

- * Ensure supplier relationships and performance are being managed, evaluated and improved upon as required including proactive identification of contract opportunities to enable expected benefits from the sourcing strategies.

- * Work closely with Supply Chain and execute early involvement activities during pre-award, such as the review of supply chain strategies, contracting plans, scopes of work, specifications, draft RFx documents and the final contract document. Identify areas of improvement that enhance vendor performance, under the contract.
- * Perform day to day contract management activities including, but not limited to, chairing progress meetings, monitoring contract schedules, managing contract scope, managing contract changes, managing claims and disputes, accrual reporting, validation of payment requests, tracking of contract submittals and other deliverables, contract interpretation and close-out.
- * Collaborate with project teams to ensure contract performance meets the needs of the project.
- * Manage contract and resource budgets through the development and management of work packages.
- * Collaborate with internal stakeholders to assist in the design and implementation of innovative strategies to improve internal processes, and to enhance vendor management while optimizing contract spend.
- * Monitor, analyze and provide reporting, to the project stakeholders, around the performance (financial and otherwise) of the contract.
- * 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:

- * Degree or equivalent in a relevant discipline such as Engineering, Business, Law, or Finance and 7+ years of progressive contract management experience managing complex contracts. A combination of education, professional training and relevant experience may be considered in lieu of a degree.
- * Strong technical background or competency in construction management, or engineering and design is an asset.
- * 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 Associate level is an asset.
- * Experience operating within crown corporations or government environments and familiarization with the Utility industry sector would be beneficial.
- * Must possess excellent interpersonal, communications, 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.
- * Demonstrated experience in successful change management initiatives.
- * Proficiency with MS Office including MS Word, Excel, and PowerPoint is required.

ADDITIONAL INFORMATION

- 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.

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.

How to Apply

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **February 16, 2025**.

[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 include everyone.

We act with integrity and respect.

We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at Recruitmenthelp@BCHydro.com

Flexible work model role definitions
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Our four role types identify the degree of flexibility an employee could have to work from home based on the type of work they do. The flexibility for an individual job is up to the manager for each position and the operational

requirements. Employees also have the right to work full-time from the office if they prefer. All of our roles require at least some in-person time.

IBEW/Field – No option to work from home

Resident – Works primarily (4+ days per week) in the office.

Hybrid – May be able to work from home up to 3 days per week.

Remote – Works from home 4+ days per week