

**Job Title:** Manager, Contract Management and Workforce Operations – Cowichan Project

**Department:** Major Projects and Contracts Support

**Reports to:** Executive Director, Major Projects and Contracts Support

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**Summary**

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Executive Director, Major Projects and Contracts Support, the Manager, Contract Management and Workforce Operations will support the Major Projects team and the Site Operations team by working closely with various members across all workstreams at BCIB and strategic stakeholders. The Manager, Contractor Management and Workforce Operations will manage deliverables under the Cowichan District Hospital Replacement Project from a contract management perspective, and will build and manage the site operations team. The Manager, Contractor Management and Workforce Operations will facilitate relationship building with counterparts at BCIB, contractors and project owners.

**Essential Duties & Responsibilities**

- Manage contracts between BCIB and contractor partners on the Cowichan District Hospital Replacement Project.
- Participate, as required, with members of the Alliance Management Team.
- Review of contractual requirements and tracking of contractor compliance.
- Facilitate appropriate collaboration with counterpart team members.
- Support facilitating sub-contractor tracking of compliance.
- Manage stakeholder relationships between Project Owners and BCIB
- Maintain a high-level knowledge and insight to project procurement and contract management and provide advise to Leadership.
- Participate regularly with project Alliance team members to understand project timelines and deliverables.
- Support the development of major projects process and procedures.
- Oversee and contribute to the development of project-based reports.
- Attend stakeholder and community meetings and provide updates to Leadership.
- Manage Site Operations Team, oversee daily operations. Conduct performance reviews and support career development of Site Representatives

- Resolve CBA Employee issues escalated from the site level, troubleshoot operational challenges
- Act as the BCIB Site Operations contact and liaise with BCIB Director, Workforce Operations
- Report on workforce numbers and provide daily updates to BCIB HQ

### **Desired Skills & Qualifications**

- Strategic planning, contract management and project management skills.
- Relationship Management – contractors, project owners
- Experience using MS Project, Primavera and other project management tools an asset
- Knowledge of vertical major infrastructure projects and project phasing
- Knowledge of project risks
- Understanding of public procurement requirements an asset
- Experience with union environment an asset.
- Ability to think logically, analyse and interpret information and solve problems.
- Experience leading and managing a team, performance management and delegating task
- Demonstrated ability to participate fully as a team member, work effectively with teammates and contribute to a positive work environment.
- Ability to explain complex project schedules and risks in an easy-to-understand method.
- Demonstrated reporting skills to an executive level.
- Strong people management and communication skills
- Strong presentation skills
- A clean driving record and ability to drive a mid to large size vehicle.

### **Education and Experience**

- 5 years of experience at a management level negotiating contracts for infrastructure procurement
- Degree in Business Administration, Engineering, or related field
- Experience managing infrastructure contracts
- Project Management Professional designation preferred

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)