

Job Title: Manager, Major Projects Contract Management

Department: Major Projects and Contracts Support

Reports to: Executive Director, Major Projects and Contracts Support

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, Major Projects Contract Management will collaborate with various members across all workstreams at BCIB and strategic stakeholders. The Manager, Major Projects Contract Management will build relationships with contractors on projects being delivered under the CBA and will manage contractual compliance requirements. This role will work with others related to contract interpretation and will support other management staff in areas of labour relations and union collaboration. The Manager, Major Projects Contract Management will facilitate relationship building with counterparts at BCIB, contractors and project owners.

Essential Duties & Responsibilities

- Manage contracts between BCIB and contractor partners on the CBA Projects.
- Review of contractual requirements and tracking of contractor compliance.
- Receive and review monthly project schedules, integrating with project owner teams.
- 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.
- Support the development of contract management processes and procedures.
- Oversee and contribute to the development of project-based reports.
- Attend stakeholder and community meetings as required and provide updates to Leadership.
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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
- Knowledge of project risk management and mitigation
- Understanding of public procurement requirements an asset
- Experience with union environment an asset.
- Ability to think logically, analyse and interpret information and solve problems.
- 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

Education and Experience

- 5 years of experience at a management level negotiating and managing 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