



Job title: Contract Manager  
Job ID: 20230966  
Location: Greater Vancouver  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## **Marketing Statement**

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued, and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

## **Responsibilities**

### **PRIMARY PURPOSE**

Develops and implements Contract Management Plans and establishes of key requirements, measures and protocols to mitigate risks and reports on any concerns to the Management. Manages all commercial activities related to assigned contracts to ensure consistency with contracts' terms and conditions.

### **KEY ACCOUNTABILITIES**

Contributes to contract strategies; supports negotiation of complex, high risk, major contracts and leads subsequent management and delivery of successful contracts.



Develops and implements Contract Management Plans to ensure all aspects of assigned contracts are met; establishes of key requirements, measures and protocols to mitigate risks and reports on any concerns to the Management.

Manages all commercial activities related to assigned contracts to ensure consistency with contract terms and conditions. Work closely with internal and external stakeholders to ensure work schedules are appropriately coordinated thereby minimizing service and project interruptions.

Engages with key stakeholders to ensure adherence and compliance with the terms of the contract(s). Evaluates and recommends contracts amendments to ensure effectiveness of contractual change management and reviews financial implications. Audits contract invoices; prepares documentation for contract closeout and ensures all the documentation is processed and filed.

Participates in progress review meetings on a regular basis with internal stakeholders and suppliers. Leads supplier's performance management by monitoring suppliers' performance to ensure services are being delivered within the terms and conditions of established contracts and consolidates Supplier Performance Evaluation Plan towards supplier compliance with performance requirements.

Assists in developing and implementing contract management procedures and processes to ensure compliance with TransLink's policies and audits. Develops and implements claim avoidance and mitigation strategy to support any claims that may arise within contracts; drafts and/or reviews letters regarding commercial/contractual matters.

Supervises staff, providing support for hiring, training and development, coaching, and all other people management tasks, as directed by the reporting Manager.

## **Qualifications**

### **EDUCATION AND EXPERIENCE:**

The requirements for the role are acquired through completion of a Bachelor's degree in Commerce, Business Administration or related field plus seven (7) years of progressive experience in contract / commercial and / or category management.

### **OTHER REQUIREMENTS:**



Advanced knowledge of the concepts, principles, practices and techniques related to contract management, commercial management with strong working knowledge of private and public sector best practices in contract management cycle from planning to implementation.

Strong interpersonal skills and the ability to participate in and/or lead cross-functional, cross-entity teams with strong ability to exercise diplomacy and tact and to build consensus.

Strong skills in creatively structuring commercial solicitations and relationship designs to meet the diverse organization needs and market conditions.

Advanced written and oral communication skills, including strong ability to negotiate, facilitate and deliver presentations.

Strong leadership, coaching, mentoring and management ability.

Solid planning, organization, and time management skills.

### **Other Information**

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

### **Work Schedule**

37.5 hours per week.

### **Work Designation**

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.



### **Rate of Pay**

Salary \$111,326 - \$139,157 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

### **How to Apply**

Please click the 'Apply' button at the top right corner of the page or go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

### **Equal Employment Opportunity**

TransLink is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@translink.ca](mailto:jobs@translink.ca).