



## IDENTIFICATION

Department	Position Title	
Finance	Information Systems Contracts Specialist	
Position Number	Community	Division/Region
15-13386	Yellowknife	Information Systems Shared Services (ISSS)

## PURPOSE OF THE POSITION

The Information Systems Contracts Specialist provides expert advice and support for on-going and one-time Operations and Maintenance (O&M) financial management activities including the planning, development and management of agreements, contracts, department cost recovery, operating level agreements (OLAs), and Service Level Agreements (SLAs) with contractors and service partners for electronic information systems.

## SCOPE

Located in Yellowknife and reporting to the Manager, Client Care, the Information Systems Contracts Specialist is expected to work with ISSS staff as an information systems contract and agreement subject matter expert. This position is an integral resource engaged through all stages of the contract and agreement process including initiation, negotiation, execution, and maintenance. Through this process, the incumbent is required to communicate and collaborate with multiple Government of the Northwest Territories (GNWT) Departments and/or Divisions (e.g. Legal/Justice, Procurement Shared Services (PSS)/Finance, Corporate Shared Services/Finance), and 3rd party contractors and partners.

The Information Systems Contracts Specialist is primarily responsible for providing expert advice associated with contracts and agreements. Managing contracts and vendors along with cost recovery from client departments using Software as a Service (SaaS) services. Secondary responsibilities include providing expert advice and coordination of duties relating to financial submissions including Forced Growth, Variance Reports, and Year End Financial closure activities.

The incumbent maintains all ISSS O&M contracts and agreements. The incumbent will be engaged in the contracting and agreement process as new O&M initiatives are approved.



The incumbent drafts various procurement documentation such as requests for proposals, tenders, contracts, agreements, and communication documents including briefing notes, request for information, activity reports, status reports, etc.

The incumbent must work with minimal direction or supervision and does not have the benefit of peers doing similar functions, requiring expert knowledge in the business area.

This position reviews and validates the budgets through the coordination of administrative and budgetary control systems such as Records of Decision (RODs) and variance reports as well as through supplemental funding (e.g. forced growth) and 3rd party funding requests.

## **RESPONSIBILITIES**

### **1. Provides subject matter expertise in the contract and agreement initiation, negotiation, and execution processes for the ISSS Division.**

- Drafts, reviews, negotiates, and implements contracts and agreements in conjunction with ISSS Division management and the GNWT Department of Justice for goods and services; as well as Procurement Shared Services (PSS).
- Reviews RFP's and proposals for potential impacts to current IT systems (i.e.: support, integration, etc.), and raises to management.
- Responsible for accurate and effective communications pertaining to legal requests, requests for information from other departments, and to all stake holders.
- Responsible for completion of all O&M contract initiation forms such as System for Accountability and Management (SAM) requisitions, purchase orders, vendor creation and payment documentation forms, and vendor certificates of insurance are prepared in accordance with the terms of the contract or agreement.
- Ensures IT contracts and agreements are in accordance with GNWT procurement policies and procedures.
- Ensures legal compliance by facilitating legal review for contracts and agreements with GNWT Department of Justice.
- Manages contract renewal processes, including renewals, amendments, and commitments in collaboration with ISSS Management and Contractors.
- Ensures funds for all contracts or agreements are committed and ensures O&M budgets are sufficient to cover contract amendments, change requests and work orders.

### **2. Provides ongoing financial management analysis and advice/information to ISSS management to ensure budgetary controls and sound management practices are in place.**



- Compiles, analyzes, and prepares budgetary analysis and variance reporting for ISSS Management, which includes preparing corrections, projections, and actuals pertaining to each budget.
- Manage year end fiscal activities (carry-over, accruals, and increased budget requests).
- Creates and maintains internal tracking system for monitoring of O&M budgeting.
- Reviews and tracks all invoices and other financial documents for the ISSS Division from within SAM Financials.
- Review invoices monthly to ensure accuracy (ie: value, coding etc.)
- Responsible for taking corrective action in resolving invoicing errors.
- Responsible for liaising with Infrastructure to reconcile the TSC Chargebacks for ISSS.
- Creates the Sole Source documentation for eligible purchases.
- Creates and manages purchases with Business Incentive Program (BIP) contractors when required by the ISSS Division.
- Coordinates and manages any required funding transfers that would need to occur.
- Maintains a repository for all contracts and agreements for the ISSS Division; and prepares, proofreads, and formats outgoing finance-based correspondence when required.

**3. Collaborates with ISSS Management and Manager, IMT Investment to provide pertinent budgetary information for GNWT Financial Management Board (FMB) funding submission requests (i.e. Supplementary Funding and Forced Growth requests).**

- Conducts research and analysis to provide advice and recommendations on past funding submissions and their resulting outcomes to determine current financial need.
- Liaises with contractors for quotes to properly determine the financial requirement of the funding submission request.
- Develops the budgetary background for all funding submission requests to explain budget shortfalls and maintains repository of outputs for future planning.
- Responsible to identify operational funding needs for systems.
- Responsible for identifying funding needs for systems replacement by participating in system replacement planning, financial direction, costing estimates, contractual obligations, hardware/system lifecycle information, upgrade cycles.
- Aids in financial planning for funding submission.
- Provides regular and specialized reports when requested.
- Drafts and reviews responses for information requests in the form of briefing notes, letters, and reports.

**4. Provide ongoing operational IT contract and financial support to ISSS.**

- Resolves discrepancies between staff and contractors regarding contract terms and the invoicing process.



- Coordinates change requests and work orders between the ISSS Division management and contractors.
- Reviews contractor invoices prior to signing for accuracy by ensuring the necessary supporting documents are received and rates and services provided are accurate as per the contract or agreement deliverables or signed change requests or work orders.
- Advises ISSS Staff and Management on availability of O&M funds as it relates to the current budget.

**5. Provide subscription and license management for software supported by the ISSS including cost recovery of subscriptions and licenses from client departments.**

- Work with client departments to identify and procure the necessary software subscription and licenses.
- Track subscription and license usage ensuring they are renewed on time.
- Develop and implement cost recovery plans for software subscriptions and licenses.
- Negotiate with software vendors to obtain the best possible pricing.
- Manage relationships with software vendors.
- Stay up to date on the latest software subscription and licensing trends.
- Provide training to departments on software subscriptions and license management.

**WORKING CONDITIONS**

**Physical Demands**

Typical office setting.

**Environmental Conditions**

No unusual environmental conditions.

**Sensory Demands**

No unusual sensory demands.

**Mental Demands**

No unusual mental demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to think analytically and relationally while solving problems.
- Skilled with IT contracts, term, clauses.
- Knowledge and ability to interpret contractual language.
- Knowledge of generally accepted accounting principles (gaap) and skilled in the



application of accounting theories and principles to oversee complex financial and administration operations and to recognize when transactions require further investigation to ensure compliance with GNWT Financial Acts, regulations or policies or other Federal and Territorial legislation.

- Financial management skills to analyze variance reports, O&M budget projections and to manage, administer, control divisional budgets and to provide financial reporting.
- Ability to read and analyze budget and variance reports to track expenses and discrepancies.
- Knowledge and skills and/or the ability to acquire proficiency in SAM financials.
- Communication skills, interpersonal skills, organizational skills and time management skills to deal productively and effectively with clients and various partners.
- Ability to be detail oriented, with dedication to quality assurance.
- Computer skills including experience with spreadsheet and word processing applications including a facility with financial databases to convey financial information.
- Ability to demonstrate objective and active listening, which includes an ability to behave in a helpful and responsive manner. An ability to seek out the facts and pertinent information before drawing conclusions.
- Ability to follow through on client inquiries and requests. This includes keeping the client up to date about progress of the service being provided and monitoring the client's satisfaction.
- Ability to produce written documents which are clear, easy to understand, and which are written in a style and form using tact and likely to appeal to and influence the intended audience.
- Ability to participate in and support team decisions and perform an equal share of the work. This includes sharing all relevant and useful information obtained with the team.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A related bachelor's degree, and two (2) years experience in contracting and procurement.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

#### **Indigenous language:** Select language

- ☐ Required
- ☐ Preferred