



IDENTIFICATION

Department	Position Title	
Finance	Contracts Advisor	
Position Number(s)	Community	Division/Region(s)
15-8802	Yellowknife	Procurement Shared Services/HQ

PURPOSE OF THE POSITION

The Contracts Advisor is responsible for providing advice on tendering, contracting and construction contract management. The position also builds contracting capacity of contract authorities; implements and monitors departmental policy, procedures and standards related to construction tendering; and contributes to the quality assurance function for construction contracts to ensure that contracting activities are in accordance with contract law, applicable legislation, regulations, policies and procedures.

SCOPE

Located in Yellowknife and reporting to the Senior Contracts Advisor, Construction and Services, the Contracts Advisor is accountable and responsible to provide tender and contract specific advice to departmental staff in Headquarters(HQ) and Regional offices, to Departmental contracting authorities, to Senior Management and to contractors, in the areas of tender approaches, contracting methods and procedures; the development and subsequent evaluations of construction related requests for proposals; conducting construction tender reviews; and resolving contract related construction project management issues.

The Contracts Advisor works with officials of its own and other departments and agencies and represents the Department of Infrastructure on interdepartmental contract initiative related working groups and committees as assigned. Examples of these initiatives include the System for Accountability Management (SAM) Procurement modules.

RESPONSIBILITIES

1. The Contracts Advisor is responsible to contribute to the development, preparation, evaluation and monitoring of departmental contracting policies, procedures and standard

contract documents to ensure contract activities are consistent and in compliance with Government of Northwest Territories (GNWT) legislation, policy and objectives and current contract law.

2. Provides advice on construction, services, consulting and purchasing/procurement contract content, contract procedures, contract policy and helps resolve contract related construction project management issues/disputes.
3. Provides assistance and training in contract management to departmental contracting staff in Headquarters and Regional operations. This involves assistance in development of Requests for Proposals and subsequent proposal evaluations.
4. Provides advice and recommends courses of action for departmental contracting authorities and contractors/consultants on the application of contracting policies and methods.
5. Implements improvements to Department wide contract administration processes and procedures, by communicating policy and directive changes with Departmental Headquarters and Regional staff.
6. Represents the Departments' interests, communicates and liaises with other departments and outside interest groups on matters related to project management contracting policy, including matters relating to the Business Incentive Policy, Government Contract Regulations and Workers' Safety and Compensation Commission requirements, as assigned.
7. Provides training and orientation to contracting/projects staff as needed, in procurement and contracting, the use of the Department's electronic Contract Event Opportunities system, contract law, and the GNWT contracting environment.
8. Provides advice on complex or unusual issues on construction tender and contract reviews, including the application of the Business Incentive Policy.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Position may meet with dissatisfied contractors/consultants 2 to 3 times a month for up to half a day and the intensity of these meetings ranges from moderate to high.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency and knowledge in construction project management, theory and principles;
- Proficiency in construction tender and contract administration procedures and practical application of contract law;
- Knowledge of northern construction and construction contract management issues;
- Familiarity and understanding of northern political and economic environment;
- Familiarity with construction, services, goods and consulting work contracts.
- Working knowledge of computer database operations, spreadsheet and word processing software;
- Excellent oral and written communication skills, including formal presentation skills, negotiating and dispute resolution skills;
- Skilled at listening, understanding and responding to issues and problems;
- Well-developed analytical and problem solving skills.

Typically, the above qualifications would be attained by:

Completion of a post-secondary education in procurement/business, engineering or a related discipline combined with 5 years of experience in a project management or related contracting environment.

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