



NON-CONTRACT ROLE DESCRIPTION

JD3050

ROLE TITLE:	Contract Specialist	ROLE DESCRIPTION NO.:	00843
DEPARTMENT:	Contract Policy & Standards-Finance; Regional Programs & Contracts-CHS; Long Term Care and Assisted Living	HEABC REFERENCE NO.:	1872694
REPORTING TO:	Manager, Leader or designate	HSCIS CODE:	03099
CLASSIFICATION:	NCEM/Range 8A	JOB CODE:	03099BY

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Leader or designate, the Contract Specialist, provides leadership and support to the organization primarily by effectively contributing to the contracting process. The Specialist serves the program areas (internal customers) within Island Health by drafting, editing and reviewing standard form contracts, giving consideration to the program needs, the organizational risk and policy compliance within Island Health. The Specialist provides advice on best practices through the stages of contract planning, procurement/competitive process, contract award and ongoing management. The Specialist takes a proactive approach identifying trends and creating process oriented solutions that can be translated into procedures and policies, improving organizational and departmental efficiency. The Specialist manages many concurrent projects and balances competing priorities based on a broad understanding of organizational needs.

DUTIES AND RESPONSIBILITIES:

1. Provides leadership by supporting internal customers in identifying service delivery options and communicating contract policies and processes.
2. Applies the Island Health Fair Business Policy and considers risk mitigation, contract quality and prioritization of tasks with the support of the Manager/Leader.
3. Identifies the form of competitive process required to comply with Island Health Fair Business Policy for internal customers and the associated tools/processes to facilitate procurement, including implementation support.
4. Manages the open procurement process as follows:
 - Develops documents, posts opportunities, responds and communicates with proponents and coordinates correspondence and the respective roles of the customer and the Specialist;
 - Leads and assists internal customers in the evaluation of proposals involving open public procurement;
 - Creates recommendations based upon proposal evaluation results;
 - Conducts debriefings for unsuccessful proponents related to open public procurements;
 - Provides advice to internal customers regarding contract templates and forms of schedules;
 - Reviews and provides direction or consults with the Manager/Leader regarding contract changes requested by proponents during negotiations; and

- Provides advice to internal customers regarding negotiations and participates when significant negotiation issues arise.
5. Works directly with internal customers to determine their needs and assess appropriate next steps.
 6. Considers and determines which form of agreement is needed and any accompanying policy requirements to be applied.
 7. Creates contracts or revisions to forms of agreements with input from internal customers.
 8. Assists internal customers with ongoing contract management issues such as Freedom of Information and Protection of Privacy Act (British Columbia), risk management, insurance, and general contracting issues.
 9. Provides advice regarding enforcement and compliance with the terms of the contract to internal customers and contributes to any formal communications.
 10. Provides advice and assists or leads the contract evaluation and review processes by assessing and reviewing contracts for deficiencies, informing customers of policy changes, consulting as required with Legal Services/Risk Management or Privacy and other internal experts for options.
 11. Leads or assists with formal change in control or assignment approvals and facilitates agreement sign off.
 12. Participates in strategic redesign of contract projects that shift the contracting model to align with best practice frameworks, linking deliverables, payment and reporting.
 13. Acts as a Change Leader, planning, implementing, communicating and supporting contract management change within Island Health program areas.
 14. Leads and contributes to development of contract templates.
 15. Applies knowledge and skills to develop processes/tools to measure, control, report, and improve contract management.
 16. Works cooperatively with Contract Policy and Standards peers to including discussion of, review of and feedback on work products to ensure correct policy application and quality.
 17. Updates processes/tools to increase effectiveness and utility.
 18. Develops and provides education on contract processes and contract management.
 19. Contributes to maintenance of comprehensive contract database and the creation of reports and analysis.
 20. Participates in internal reviews on contracts to ensure compliance with professional, legal and VIHA standards, identifying issues and recommending changes.
 21. Performs other duties as required.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Master's degree in a related discipline such as Health Administration or Business Administration and five (5) years' recent related experience in procurement, negotiation and contract execution. Education specifically in the areas of the contracting life cycle, contracting law, Freedom of Information and Protection of Privacy Act (British Columbia), risk management and insurance.

Skills And Abilities

- Demonstrated leadership ability and highly developed interpersonal and communication skills
- Highly developed listening skills and the ability to integrate feedback into personal performance and departmental work
- Ability to understand patterns and trends and translate into process improvements and policy and procedural recommendations

- Excellent oral and written communication skills
- Ability to establish and maintain effective working relationships
- Ability to work independently or as part of a team
- Ability to organize workload and priorities to ensure deadlines are met
- Creativity and flexibility to meet customer needs within legislative and policy constraints
- Demonstrated judgment, analytical and problem solving skills
- Computer proficiency using a PC, standard office software such as Word and Excel, and ability to use Access