

IDENTIFICATION

Department	Position Title	
Finance	Manager, Construction Contracts	
Position Number	Community	Division/Region
15-7259	Yellowknife	Procurement Shared Services / HQ

PURPOSE OF THE POSITION

The Manager, Construction Contracts coordinates the establishment and monitoring of departmental policy, procedures, standards, and program delivery related to project management, construction contracting, and overall procurement activities. The Manager, Construction Contracts will ensure compliance with legislation, regulations, policy, guidelines, and public sector best practices.

SCOPE

Located in Yellowknife and reporting to the Director, Procurement Shared Services, the Manager, Construction Contracts is responsible for providing guidance and support to contracting authorities within Infrastructure and other Departments in the areas of project management, construction contracting, and other service contracting activities, and to provide expert assistance in related operational activities. In addition, this position will take a lead role in developing and maintaining of GNWT project management procedures, standards and construction contract documents, other contracting documents and represents the Department on related interdepartmental committees.

Contract disputes related to items that fall under the responsibility of the Manager, Construction Contracts position can be annually valued at several million dollars and can impact GNWT departments, the public, contractors, and consultants.

The Manager, Construction Contracts supervises two Contracts Advisor.

RESPONSIBILITIES

- Provides advice, dispute resolution, training and assistance in construction contract administration and project management to the Department's HQ and regional staff and other departments and agencies by:**



- Guiding and actively participating with regional staff to solve problems and resolve construction and contract disputes.
 - Providing construction contract and project management training and orientation to regional staff, GNWT departments, agencies and community governments, all in accordance with GNWT Acts and Regulations, departmental guidelines and procedures, and land claims agreements with communities and settlement groups.
 - Coordinating contract related legal advice, in conjunction with the Department of Justice and regional staff.
 - Preparing written documentation on departmental and GNWT project management, construction contracting and services contracting issues, ministerial briefing notes, FMB submissions and Cabinet decision papers.
 - Acts as the second line of formal appeal under the GNWT's Vendor Complaint Process established in the GNWT's procurement policy as defined in the Financial Administration Manual. This position fulfills this role on behalf of the GNWT corporately for all GNWT procurement activities governed under the Vendor Complaint process.
- 2. Co-ordinates the development and monitoring of departmental policies, procedures and standard contract documents to ensure construction contract and general contract administration and project management activities are consistent and in compliance with GNWT legislation, policy and objectives by:**
- Developing and maintaining standard contract and project administration procedures and standard tender and contract documents.
 - Developing special approaches to contract and management procedures to maximize opportunities for NWT businesses and residents including Public Private Partnership projects.
 - Assisting in the development and implementation of GNWT contracting obligations under various land settlement legislation.
 - Assisting other GNWT departments, agencies, and community organizations in establishing standard contracting procedures for project management and construction contracting.
 - Participating on a government contract regulation committee that is responsible for the establishment of contract regulations and the FMBS contracting policy initiatives.
- 3. Represents the Department of Finance interests and liaises with other departments and outside interest groups on matters related to project management, construction and service contracting policy.**
- Represents the Department on the interdepartmental advisory committee for the Business Incentive Policy reporting to the Deputy Ministers Senior Management Preference Committee (SMPC).

- Provides construction and service contract administration and project management advice to the GNWT Procurement Procedures Committee and working group under the direction of the office of the Comptroller General.

4. Oversees Complex and/or High Value Procurements on the behalf of Client Departments

- Participates as a key team member on large and complex construction projects. These projects are time consuming, require a high level of involvement and advice, and are higher profile, requiring discretion in the delivery of services.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in project management, theory, and principles.
- Knowledge of northern construction management issues and the northern political and economic environment.
- Knowledge of the construction industry including the local and national labour marketplace and labour relations issues.
- Proficiency in construction and service contract administration procedures and contract law.
- Ability to read and understand construction plans.
- Ability to accurately describe and assess the status of a construction project and be ready to provide possible solutions when necessary.
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
- Oral and written communication skills, including formal presentation skills, negotiating and dispute resolution skills.

- 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:

Completion of a post-secondary degree, or equivalent professional credentials, in procurement, business, commerce, law, engineering, architecture, or a related discipline.

In addition, five years of relevant experience, including one year supervisory or leading a team.

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