

Position: **Benchmark Job #400**

Ministry: Education

Working Title: **Corporate Contract Services Advisor**

Branch: Finance and Administrative Services

Level: Range 24

Location: Victoria

NOC Code: 1225

PRIMARY FUNCTION

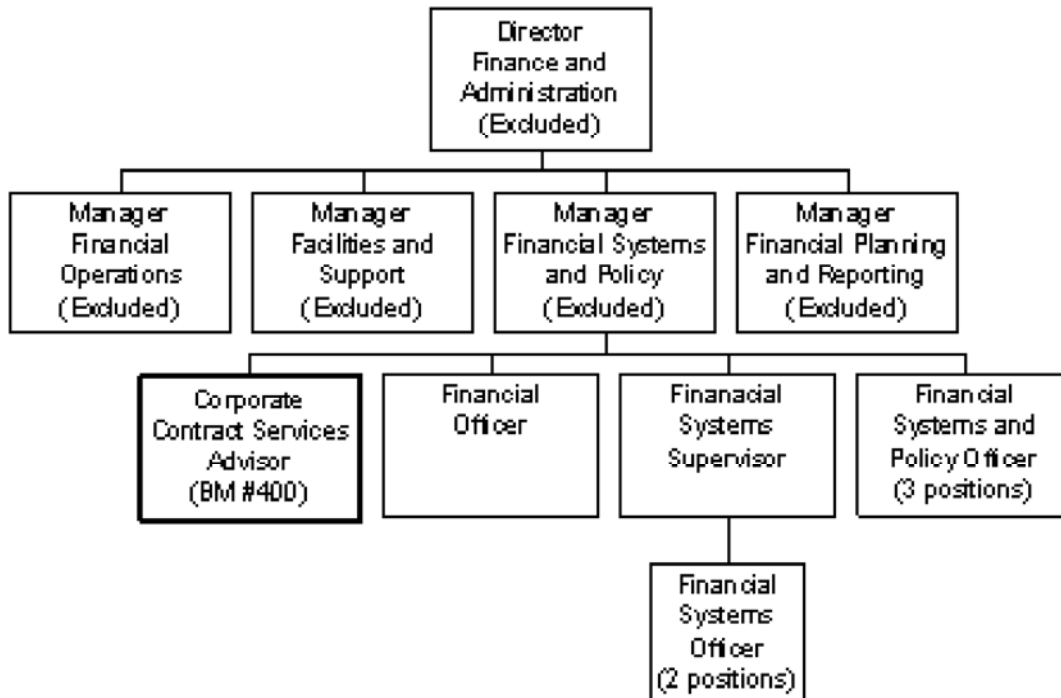
To plan and establish the ministry contract management program and services, business practices and policy relating to contracts, and other legal methods of acquiring services for a decentralized system of contract management services.

JOB DUTIES AND TASKS

1. Develops and interprets ministry contract policy
 - a. develops, writes and maintains contract policies and procedures
 - b. ensures policies and procedures are implemented and functioning in all aspects of contracting
 - c. analyses and provides recommendations on financial management issues
2. Reviews contracts and advises contract administrators and all levels of ministry staff
 - a. provides advice to contract administrators, financial officers and managers throughout the province on a range of contract issues ensuring technical, legal, ethical and financial standards, and appropriate business practices are met
 - b. reviews and provides advice on sensitive and/or large dollar contracts prior to execution
 - c. approves new standard format contracts ensuring control requirements are met
 - d. provides direction to resolve disagreements on contract content and terms with ministry staff
 - e. resolves issues escalated by contract administrators and managers throughout the province
 - f. identifies financial and legal risks of contract issues, and provides advice based on contract law and business law
3. Represents the Ministry on contract management issues
 - a. represents the Ministry on cross government committees and initiatives, ensuring value for money and accountability for government and Contract Reform initiatives are met
 - b. identifies and implements changes required to financial policy and procedures as result of new programs and/or government initiatives and provides solutions to satisfy program needs and accounting and auditing principles and standards
 - c. attempts to resolve conflicts by acting as the liaison between the contractor and ministry
4. Plans and conducts pre-audit and post-audit of ministry contracts
 - a. establishes a contract review and audit plan based on areas of concern, establishing parameters and choosing audit criteria
 - b. conducts audits and reviews
 - c. writes audit reports and meets with branch staff to convey results and recommends correction action

where appropriate

- d. establishes a follow-up plan to ensure areas of concern are addressed, communicates with Manager, Director and ADM where further support is required
- 5. Develops and coordinates contract related training for the Ministry
 - a. identifies the need for workshops and seminars
 - b. develops and delivers training sessions on contract administration policies, procedures, requirements and practices
- 6. Performs other related duties
 - a. prepares briefing notes, reports, and correspondence using word processing, spreadsheets and other presentation software



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the theory of contract and business law to plan and develop contract management policies and procedures for the ministry, provide advice on contract management issues, conduct audits, develop contract related training and represent the Ministry on contract management issues.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify ministry contract management procedures to review contracts and provide advice to contract administrators, support service delivery, develop, write and interpret ministry policies, conduct audits and identify financial and legal risks.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic negotiating skills to resolve conflicts by acting as the liaison between the contractor and ministry.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Some coordination and dexterity required to keyboard to prepare a variety of letters, reports and spreadsheets with a minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by government contract policies, guidelines and standards and financial administration policies, plans ministry contract audits, develops and interprets ministry contract policy, reviews contracts and provides advice to contract administrators.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Major financial responsibility to develop language for sensitive and large dollar contracts for the ministry, ensuring technical, legal, ethical and financial standards and appropriate business practices are met.</p>	G	58

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility set up and maintain a single user filing system for contract management and review.	C	15
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide training sessions on contract administration policies, procedures, requirements and practices to ministry staff.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsible for own well being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently focus on computer or source documents to read contracts and other documents, reports, databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed contract material.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 812

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