



TITLE: Procurement Contract Analyst	CLASSIFICATION: Administrative Officer 18
POSITION NUMBER: 00135568.	SUPERVISOR TITLE: Chief Financial Officer

ORGANIZATIONAL CONTEXT

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. The Representative's Office is mandated to provide direct advocacy support to children and youth who are connected to the child and youth service system; to monitor and review government services for children and youth; and to review and investigate deaths and critical injuries of children and youth in B.C.

Two interconnected priorities for RCY are to: 1) identify and advocate for ways to address the over-representation of First Nations, Métis, Inuit and Urban Indigenous children and youth in government care and connected to child welfare services; 2) meaningfully and ethically engage with children, youth, young adults and the community members who care about and for them to enhance RCY's understanding about their lived and living experience, especially with systems of care.

To support these priorities, RCY is committed to becoming a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns with and opportunities to improve the experience of and outcomes for First Nations, Métis, Inuit and Urban Indigenous children and youth in need of services.

The Office of the Representative for Children and Youth hosts a Corporate Shared Services unit supporting BC's Office of the Human Rights Commissioner (BCOHRC). BCOHRC exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. They do this work through education, research, advocacy, inquiry and monitoring. The shared services provided include finance, facilities, information technology and privacy, and human resources.

RCY and BCOHRC share the values of promoting dignity and respect and upholding the rights of marginalized individuals and communities. The offices are committed to ensuring that policies, procedures and practices are rights-based, culturally attuned and agile. We honour the unique backgrounds, viewpoints, rights and beliefs of children, youth and adults.

JOB OVERVIEW

RCY Corporate Shared Services is responsible for assisting program areas (within the offices of the Representative for Children and Youth and the Human Rights Commissioner) with the procurement of goods and services. Reporting to the Chief Financial Officer, the role of Procurement Contract Analyst is responsible for supporting all procurement and contracting related activities.

ACCOUNTABILITIES

- Conducts research by collecting information, conducting environmental scans and best practice reviews to support procurement planning for office activities and identifies opportunities for improved services and/or cost efficiencies.
- Collects cost data, conducts cost/benefit analysis, identifies gaps and develops draft business cases.
- Maintains awareness of, and advises on, changes in case law.
- Identifies basic risks (e.g., contractor performance and conflict of interest) and develops alternative risk treatment strategies.
- Identifies critical success factors and outputs and issues for the Terms of Reference and outlines service specifications (e.g., location, client group and proponent qualifications).
- Determines appropriate solicitation strategies and methods.
- Provides advice and assistance regarding preparation of procurement documents.
- Provides advice and/or participates in the documentation of the selection process and addresses issues regarding conflict of interest.
- Provides practical advice, decision support and policy interpretation to managers and staff that may have significant financial and/or legal impacts to government.
- Develops and recommends changes to office procurement policies, procedures, templates and procurement tools.
- Writes contracts and schedules that adhere to the requirements of the solicitation and incorporates proponent response.
- Identifies contracting issues which may require consultation with legal counsel.
- Prepares communications plans to announce contract awards.
- Provides training to staff on procurement and contract management policy and procedures.
- Actively supports procurement related projects and initiatives.
- Supports program areas to manage and review contractor performance as requested.
- Analyses data (e.g., contract statistics, volume, enhanced supply opportunities) and prepares reports for targeted audiences (e.g., contractor, executive, other stakeholders).
- Other related duties.

JOB REQUIREMENTS

- Certification or diploma in business administration, procurement / contract management, financial management **AND** related experience; **OR** an equivalent combination of education and related experience may be considered.
- Minimum of 2 years recent experience (within the last five years) in procurement and contract management.
- Experience in procurement services in a public sector environment.
- Experience making decisions within established corporate guidelines, legislation or policy.
- Knowledge of risk management and procurement principles.
- Ability to analyse options and risk and effectively communicate orally and in writing.
- Experience with financial applications such as CAS Oracle (Accounts Payable module).
- Experience working in a multi-stakeholder environment managing multiple activities under time constraints, conflicting priorities and competing deadlines.

Candidates must be willing and able to:

- Be flexible regarding ongoing changes in responsibilities, assignments and corporate structure.
- Work from the office, as required.

Preference may be given to applicants as follows:

- Indigenous, Black or racialized, LGBTQ2S+, people with diverse gender identities or expressions, and/or people with disabilities.

To assist us with screening, please ensure your application clearly indicates that you self-identify as having one or more of the qualifications or identities listed above. Please note that if you have another identity typically under-represented in the public service, please indicate this in your application to assist us in the review process. We will hold your application in strictest confidence, sharing it only with the hiring panel.

Please note that applicants must be able to successfully meet RCY security screening requirements which include a criminal record check and Criminal Records Review Act (CRRA) check.

COMPETENCIES

- **Indigenous-Centred Service Approach** is a desire to serve Indigenous peoples, focusing one's efforts on understanding their interests in order to increase the quality of the service and produce better outcomes.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous peoples.
- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related information to others.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Service Orientation** implies a desire to identify and service customers / clients, who may include the public, co-workers, other branches / divisions, other ministries / agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer / client.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

For more information on competencies, see:

[Competencies for Interviews & Hiring - Province of British Columbia](#)
[Indigenous Relations Behavioural Competencies - Province of British Columbia](#)