



JOB DESCRIPTION

PROCUREMENT CONTRACT ANALYST

Classification: Administrative Officer 18
Position Number: 00134523
Supervisor title: Manager, Budget and Financial Operations

WHO WE ARE

The Representative for Children and Youth (RCY), an independent and non-partisan officer of the B.C. Legislature, works to influence positive change to B.C.'s child-, youth- and young adult-serving systems. Working under the authority of the [Representative for Children and Youth Act](#) and [Regulations](#), the Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services for children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

We aspire to a legacy where children, youth, young adults and families served by the child and family serving systems receive **timely, appropriate and compassionate support and services** that they need, when they need it. We dream of a Province where all children and families thrive and where experiences of **stigma, shame, judgment and racism** have been eliminated.

RCY is committed to being 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 and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility and repair. We are guided by the principles of cultural safety, anti racism, we are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal and a good ally. As Nations and communities work towards resumption of jurisdiction, RCY is appreciated for what we do and how we do it; we seek direction from and accompany those on their journey in a supportive way.

As a key member of the finance team and reporting to the Manager, Budget and Financial Operations, the role of the Procurement Contract Analyst is to acquire goods and services through a variety of procurement processes and administer contract activities, including preparing, tendering, awarding and administering all aspects of a wide variety of contracted services including accounts payable activities.

In addition to procurement responsibilities, the Procurement Contract Analyst contributes to their group on a broader level by demonstrating growth in the office's foundation, leadership and technical competencies. Also, work will involve coordination within the office.

ROLE DUTIES

- 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 parties).
- Other related duties.

QUALIFICATIONS

Education

- Certification or diploma in business administration, procurement / contract management, or financial management.

An equivalent combination of education and experience may be considered.

Experience

- Minimum of two years recent experience (within the last five years) in procurement and contract management.
- Minimum of one year recent experience (within the last five years) in procurement services in a public sector environment.
- Experience with CAS Oracle - Accounts Payable module.
- Experience making decisions within established corporate guidelines, legislation or policy.
- Experience working with multiple parties, both internal and external to RCY and the public service, managing multiple activities under time constraints, conflicting priorities and competing deadlines.

Knowledge, Skills & Abilities

- Knowledge of risk management and procurement principles.
- Ability to analyse options and risk and effectively communicate orally and in writing.
- Ability to be flexible regarding ongoing changes in responsibilities, assignments and corporate structure.

Please review the job posting on [RCY's careers page](#) for details regarding preferences and other specific requirements for this position.

COMPETENCIES

RCY Competencies

Cultural Agility is the ability to work respectfully, knowledgeably and effectively with Indigenous people and people of all cultures. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all.

Self-Discovery and Awareness means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour – and then intentionally seeking a way forward that positively impacts the interaction and relationship.

Building a trust-based relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency.

Position Specific Competencies:

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.

Expertise includes the motivation to expand and use technical knowledge or to distribute work-related information to others.

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.

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:

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