

Ministry: Forests
Branch: Financial Management Branch
Location: Victoria

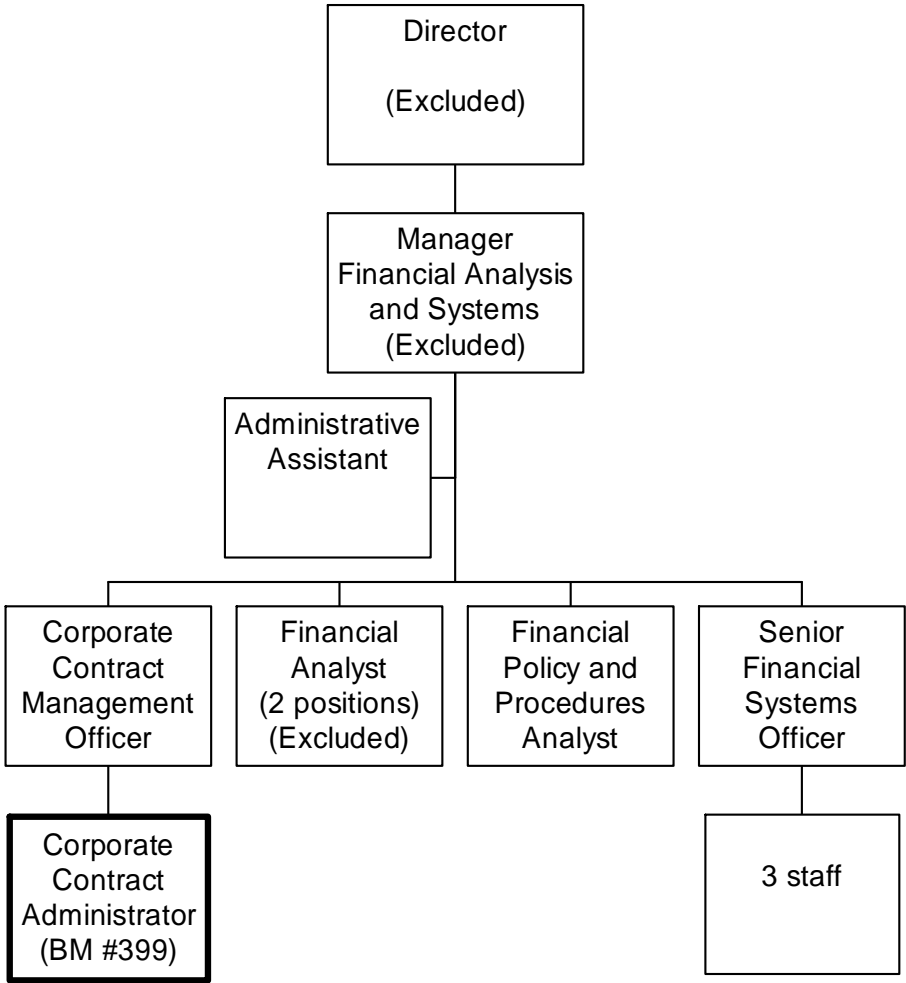
Working Title: **Ministry Contract Administrator**
Level: Range 21
Classification: Administrative Officer

PRIMARY FUNCTION

To provide advice, assistance and support to all ministry programs and staff involved in contract administration.

JOB DUTIES AND TASKS

1. Provides contract administration and support to all ministry staff
 - a. provides technical advice based on contract and business law and makes recommendations considering the potential financial, legal, and political consequences on contract administration matters
 - b. provides advice and recommendations with respect to central agency and program contract policies and procedures
 - c. interprets central agency and ministry policies and procedures for ministry program staff
 - d. identifies, searches and analyzes contracting issues that are not addressed in the ministry contract manual such as the potential acceptance of a contract bid from a division of a company and not an individual
 - e. consults with program branches and other government agencies such as Treasury Board, Legal Services Branch (AG), Worker's Compensation Board, Risk Management Branch (Finance and Corporate Relations) and Forest Renewal BC to resolve inconsistencies in standard contract application
 - f. identifies contracting issues which may require legal advice and/or consultation with solicitors at the Ministry of the Attorney General
 - g. provides advice and assistance regarding preparation of contract competition packages
 - h. performs precise analysis of information gathered from ministry experts (e.g., Foresters) in order to draft original language for significant ministry contract templates, ensures the language used will limit interpretation and ministry liability, and submits draft templates to Legal Counsel for review
 - i. identifies issues and recommends solutions to the supervisor that require resolution
 - j. resolves conflicts between ministry staff and contractors on contract content and terms
 - k. responds to inquiries from ministry staff and contractors by explaining ministry contract policies and procedures
2. Develops, drafts and recommends the ministry's contract administration framework to the Supervisor
 - a. develops and recommends contract administration procedures and standards
 - b. develops, recommends and maintains standard contract templates and forms
 - c. reviews and recommends approval of the form and content of program-specific technical contracts
 - d. provides input to design, development and content of contract administration training sessions
 - e. presents ministry contract training sessions and training sessions developed by other organizations
 - f. develops and maintains contract administration systems including the Contract Opportunities Internet Advertising Notice System and the Contract Management Bulletin Board
3. Performs other related duties
 - a. initiates and/or undertakes financial and contract management projects such as responding to requests from other government agencies for contract-related information
 - b. develops and updates Contract Management Bulletin Boards
 - c. updates and maintains the ministry contract manual
 - d. prepares briefing notes/reports such as responding to change requests to ministry policies and other correspondence



REASON FOR CLASSIFICATION

Benchmark Job #399

Job Title: Ministry Contract Administrator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of contract and business law to analyze contract data and interpret central agency policies and procedures to provide contract administration and support to ministry staff, respond to contract inquiries, resolve conflicts and develop, draft and recommend the ministry's contract management framework.</p>	G	250
2	<p>MENTAL DEMANDS Judgement required to apply technically exacting analysis to draft language for legal documents which are significant to the ministry and ensures limited interpretation and ministry liability.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiating skills to resolve conflicts between ministry staff and contractors on contract content and terms.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use a keyboard to update contract information and data and prepare briefing notes, reports and correspondence with a some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by government contract administration policies, guidelines and standards, applies work methods in a different way to provide technical contract administration advice to ministry staff and develop and recommend contract administration procedures and standards.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to draft original language for standard contract forms and legal documents.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility required to control detailed processes to ensure the quality of information required to draft significant ministry legal documents (e.g., contract templates) meets ministry and government standards and limits legal interpretation and ministry liability.</p>	E	33

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training sessions on contract administration policies, procedures 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 screen or source documents to read financial and contract documentation, reports, correspondence and databases.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed financial and 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: 735

Level: Range 21