

Ministry

Infrastructure

Describe: Basic Job Details

Position Name (30 characters)

Contract Services Analyst

Current Class

Administrative Support 6

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

Strategic Integration and Operations / OPA

Job Purpose and Organizational Context

Why the job exists:

Contract Services Analyst serve as the primary gatekeepers of approximately \$1 billion worth of payments on contracts related to Ministry's capital development program. This program encompasses the construction of health facilities, schools, and government-owned facilities that together constitute one of the main pillars of the Ministry's mandate. The role of the Contract Services Analyst involves careful scrutiny of several multi-million dollar contracts and enforcement

of the terms and conditions. In that capacity, the Contract Services Analyst ensure compliance with the terms of the contracts and associated framework of policies, Treasury Board Directives, Acts, and Regulations.

The position provides real time, centralized services to project managers across various Divisions in the Ministry and is responsible for the generation and reporting of statistical and financial data. The range of contracted services includes engineering, architectural, facility evaluation and construction services for both active construction projects and existing facilities. A significant component of this role involves the development of contract administration processes and methodologies to manage contracts amounting to several hundred million dollars annually. The contract administration processes are, in turn, influenced by the method of project delivery and the nature of the project which can range from an elementary school on the one hand to a tertiary care health care facility on the other. The position's role involves the development of appropriate approaches and guidance in business practices, relationship management, and standards development.

Additionally, the position is responsible for the administration of contracts related to post-secondary institutions, seniors' lodges, and affordable housing facilities that are funded by various supported ministries and reconciled through inter-unit transfers. To that extent, the position has a cross-ministry focus that encompasses a government-wide approach to the review, assessment and implementation of policies, Treasury Board Directives, *Financial Administration Act*, regulations, statutes and other pieces of legislation.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Provide services relating to the administration of consulting and construction contracts for capital projects managed by the Ministry and ensure compliance with the terms of the contracts and policies, Treasury Board Directives, Acts and Regulations.

- Provide comprehensive contract administration services covering consulting and construction contracts for health facilities, government facilities, schools, post-secondary institutions, seniors' lodges, affordable housing facilities, and other projects that are large, complex, high profile, and high risk.
- Consult with clients and stakeholders and provide guidance in the extension and/or renewal of existing contracts, consistent with sound contractual practices that recognize Ministry's fiduciary obligations.
- Provide advice and guidance to project managers and other clients on complex contractual matters and implications of various contract terms and conditions as to their impact on project cost and schedule.
- Provide advice and guidance to project managers and other staff to ensure that contracts are executed within the parameters of the Expenditure Authority Matrix, *Financial Administration Act*, Treasury Board Directives, interprovincial trade agreements, and relevant policies, legislation, Acts, statutes and regulations.
- Monitor existing contracts as to their expiry date and ensure contract amendments are completed in time so that no payments are processed on expired contracts.
- Review and approve all contracts and invoices prior to their submission to the Director for authorization.
- Utilize various financial and contract management systems, such as the Contract Management System and IMAGIS to set up new contracts and monitor their financial standing relative to budgets as the contracts progress through various stages.

Enforce the terms and conditions of contracts to ensure Albertans receive full value for contract awards amounting to several hundred million dollars annually.

- Undertake a comprehensive review of contracts and their terms and conditions with the objectives of enforcing them during the course of the contracts.
- Withhold payments to contractors where they have failed to live up to their obligation and responsibilities under the contract.
- Review and provide advice on contracts with consultants, contractors and other service providers to ensure compliance with relevant policies and directives, flagging major issues and concerns relating to the performance of contracts.
- Provide advice to project managers and other clients in the application of *Builders' Lien Act* to minimize Government's exposure and liability on projects with unpaid claims.
- Develop and maintain effective working relationships with clients in Alberta Infrastructure and supported ministries as well as with the vendor community to address issues as they arise.

Examine Contract Commitments and Expenditures and ensure payments are made pursuant to established guidelines, policies and Acts and regulations.

- Conduct a comprehensive review of contracts and project budgets with a view to identifying funding shortfalls and authorization lapses.
- Undertake quality assurance in regards to the validity of vendor invoices and claims for losses due to project delays or changes in scope, and withhold payment where warranted.
- Sign off on contracts and invoices confirming sufficiency of funds and conformance with policies, guidelines, contractual terms and authority levels.
- Monitor expenditures, identify variances and resolve issues with Finance Branch.

Provide statistical and financial data collection and reporting.

- Research and analyze financial data and prepare specialized reports and presentation material for Project Managers, Directors, and Senior Management.
- Compile, analyze, and list project costs for approval by the Project Managers and Directors.
- Provide data on project expenditures as a precursor to the development of quarterly forecasts for submission to the Treasury Board.

Collaborate with and guide Ministry staff and Supported Ministries on financial accruals, contracting policies and enforcement mechanisms.

- Establish and maintain a network of relationships with internal and external stakeholders to ensure effective communication links are in place for all projects.
- Coordinate and execute year-end accruals to portray an accurate financial picture of the capital program upon conclusion of the fiscal year.
- Provide information to project managers and other stakeholders on new policies and processes, financial systems such as the Contract Management System and IT systems.
- Provide professional responses to inquiries and resolve contractual issues in a timely manner.
- Provide advice to the Division staff and vendors in regards to the general conditions, contract specifications and policies on consulting and construction contracts.
- Provide expert input in the development and interpretation of contracts based on sound enforcement mechanisms and drawing on knowledge of contract law, historical precedence, and accepted practice.

Develop best practices and support the Division's initiative as a Centre of Excellence.

- Contribute to the development of continuous improvement initiatives, taking innovative approaches and challenging the process.
- Contribute to the development of contract administration guidelines, standardized processes and best practices;
- Identify areas of concern with existing policies and procedures and recommend changes to meet Division's business needs.
- Review draft policies and procedures and provide recommendations regarding their adoption in the Ministry;
- In concert with Unit Leads, develop and provide training to project managers and other stakeholders.
- Maintain networks of contacts in Finance, Legal Services, Risk Management and Occupational Health and Safety and engage them in the resolution of complex contractual issues.
- Maintain a positive attitude and assist the Unit Lead in fostering a constructive work environment in the branch.
- Assist in the development of contract administration training materials and the contract manual for the branch.

Problem Solving

Typical problems solved:

Contract Services Analysts are responsible for the administration of approximately \$1 billion of contracts annually relating to capital projects for schools, health facilities and government-owned vertical infrastructure. They are also responsible for enforcing the terms and conditions of contracts so that no payment is made where a contractor has not fully met their obligations under the contract. They are given the latitude to determine which course of action to take, and then the authority to enforce contract terms (i.e., withhold payment etc.). The Contract Services Analyst work independently and make decisions on work priorities on a daily basis under the leadership of their respective Unit Leads in Contract Administration. They must work with the Unit Lead to identify issues and work with ministry staff (project managers, Finance Branch staff, and other stakeholders) to resolve such issues on an ongoing basis. Issues that cannot be resolved by the Contract Services Analyst are brought to the attention of their Team Lead and the Manager, Contract

Services.

This position takes direction from the Team Lead and Manager, Contract Services on strategic and policy issues. The scope of the position involves a diversity of projects, clients and stakeholders. Projects administered can be complex and cost upwards of \$1 billion. In turn, such projects lead to highly complex contracts along with a myriad of procurement methodologies that include P3's, construction management, design-build, and design-bid-build.

Types of guidance available for problem solving:

The Contract Services Analyst must demonstrate a sound knowledge of contract law in interpreting various clauses and understanding their legal implications. The position works with the Unit Lead to identify areas for improvement in policies, work flows and processes, and make appropriate recommendations. It also plays a key role in developing and maintaining a Contract Manual in concert with the Team Lead. Under the direction of the Team Lead, the Contract Services Analyst work within a teamwork environment, networking with each other to harmonize procedures and ensure consistent application of policy on all capital works contracts.

Direct or indirect impacts of decisions:

This position is required to administer and interpret highly complex contracts with nuanced language that can have significant impact on project costs. The Contract Services Analyst must have a thorough knowledge and understanding of the Departmental and Government legislation, policies and guidelines including: CMS Processes; IGX Payable Module; governing policies and procedures; the *Freedom of Information and Protection of Privacy Act*; the *Financial Administration Act*; *Public Works Act*; *Builder's Lien Act*; *Government Organization Act*; *Workers' Compensation Act*; *Occupational Health and Safety Act* and regulations, Agreement on Internal Trade; New West Partnership Trade Agreement; Risk Management and Insurance guidelines from the Treasury Board; Capital Asset and Accounting Policies; the mandate, processes and policies established by Infrastructure Contracts Review Committee (CRC); the Signing Authorities Matrix; Directives and Guidelines resulting from Department or Section/Branch Meetings; as well as the General Conditions, Allowances (Charge Orders), Change Orders, and Payment Conditions of each specific contract.

Key Relationships

Major stakeholders and purpose of interactions:

The Contract Services Analyst must understand the different types of contracts and administer the project funding according to the specifics of the contracts. In undertaking this responsibility, the Contract Services Analyst must draw on creative thinking and apply innovative approaches to ensure contracts can be effectively managed. Financial transactions require a high degree of precision. Inaccuracies can lead to significant impacts on project budgets, expenditure projections, and underutilization of approved funds and escalation of issues to the Treasury Board for approval. The position has a significant impact on GoA's commitment to provide timely payments to contractors who rely on consistent cash flow to remain viable especially during cycles of economic downturn.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Supplemented by courses and specialized knowledge and considerable experience in financial systems, accounts payable, and contract law. Knowledge of procurement processes for construction and facility management is required.

Additionally, the position requires the following skills, abilities and knowledge:

- In-depth knowledge of contracts as they pertain to the Ministry's capital delivery program and a breadth of knowledge related to contracted services including engineering, architectural, facility evaluation, and construction services for both active construction projects and existing facilities;
- Understanding of Government policy directions as it relates to contract administration and the Ministry mandate and initiatives;
- Knowledge surrounding contract content and contract law enforcement of contract clauses;
- Understanding of Ministry business plan goals and priorities associated with Government-owned and Government-supported capital projects;
- Knowledge of industry standards (e.g., CCDC contracts), and best practices in contract administration;

- In depth knowledge of consultant contract management principles and practices;
- Awareness of client and stakeholder community affected by the vertical infrastructure capital projects, including relevant organizations, committees, advisory groups, and senior representatives;
- Awareness of the political environment within which the Ministry operates and decision-making processes of the Legislative Assembly, Cabinet, Caucus, Treasury Board, and various Government committees (e.g., Committee of Supply and Public Accounts Committee);
- Knowledge of Applicable legislation and regulations (*Freedom of Information and Protection of Privacy Act*; the *Financial Administration Act*; *Public Works Act*; *Builder's Lien Act*, *Government Organization Act*; *Workers' Compensation Act*; *Occupational Health and Safety Act* and regulations, Agreement on Internal Trade; New West Partnership Trade Agreement; Risk Management and Insurance guidelines from the Treasury Board; Capital Asset and Accounting Policies);
- Thorough understanding of Capital Asset & Accounting Policies, CRC Mandate, Signing Authorities Matrix, General Conditions, Payment Conditions, Subsistence, and Travel and Moving Expense Regulations;
- Understanding of internal controls, Generally Accepted Accounting Principles and Treasury Board Directives on budget and expenditure control;
- Ability to work independently or as member of a team;
- Analytical, conceptual, and problem-solving skills;
- Good collaboration and negotiation skills;
- Time management and organizational skills;
- Initiative, creativity and ability to work in a changing environment;
- Knowledge of various databases and financial management systems including: Contract Management System (CMS), BLIMS Q&R and IMAGIS Accounts Payable Module;
- Superior communication and interpersonal skills - able to effectively explain detailed contract information, financial policies, and financial information and articulate interpretations internally and externally to the department;
- Advanced computer skills and working knowledge of electronic databases and software applications such as Microsoft Word, Excel, PowerPoint, Outlook, Visio, and the Internet.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	Identifies solutions to resolve issues that come up on a day to day basis
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Actively sets goals and remains open to advice on reaching them: <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks 	Is able to manage own emotions during stressful work periods such as year end and is willing to help out other SCAs on the team to ensure work is completed on time.

		for advice when lacking information or multiples priorities • Operates within APS value system	
Systems Thinking	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	Understands how the SCA role fits into the ministry's business objectives and can respond quickly to adjust work to support changing reporting requirements.