

1. IDENTIFICATION

Position No. 14-3218	Job Title Manager Contract Development and Administration	Supervisor's Position Director Petroleum Products
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Department Community and Government Services	Division/Region Petroleum Products/Headquarters	Community Rankin Inlet	Location Rankin Inlet
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Freebalance Coding:

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Manager, reporting to the Director of Petroleum Products, is accountable for purchasing all fuel for the Petroleum Products Division under contracts awarded through a competitive process. The contracts should ensure that the Petroleum Products Division has sufficient fuel at the best possible price to satisfy the needs of all customer groups in Nunavut. The Manager is accountable for the development and implementation of all contracts related to supply, transportation and community fuel delivery contractors. The Manager is responsible for performance management of all contracts of Petroleum Products Division.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

The Petroleum Products Division sells over 190 million litres of petroleum products annually to customers in Nunavut. In the absence of an established market, the Division is the sole supplier of heating fuel, jet fuel, naphtha and gasoline for all users in Nunavut. The fuel is purchased through a revolving fund of \$200 million which allows the Division to purchase from the fund and replenish it through sales. The manager is responsible for the entire contract management processes to ensure that Petroleum Products Division performs its mandate for providing fuel products to Nunavummiut. The contract management process include purchase of fuel products in a competitive bidding process, freight distribution of fuel to communities and maintenance contracts.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Manager of Contract Development and Administration is responsible to the Director of the Petroleum Products Division for managing the section and achieving its primary

accountabilities by:

- Supervising the efforts of a Contract Administration Specialist and providing day to day direction through the establishment of priorities;
- Establishing goals and objectives for the section to complement those of the Division and the Department;
- In conjunction with the Director of the Division, develops and implements strategies aimed at achieving the goals and objectives of the organization;
- Developing workplans outlining the activities to be undertaken to achieve the agreed upon goals and objectives;
- Imposing discipline when necessary including reprimands and suspensions;
- Developing estimates of the financial resources needed to support the section, and submitting them to the Comptroller for inclusion in the main estimates;
- Managing the contracts budgets and developing contracts performance metrics and controlling expenditures in accordance with the requirements of the Financial Administration Manual.

The Manager is accountable for the development of a wide variety of contracts for the provision of goods and services to the Division by:

- Working closely with colleagues to determine the exact nature of the goods or services to be provided;
- Determining the strategy for obtaining the goods and services, whether through Requests for Proposals, tendering or awarding sole source contracts;
- Identifying the deliverables for which contractors will be held accountable;
- Determining the means by which the performance of contractors will be judged and identifying the Manager within the Division who will be responsible for this assessment;
- In conjunction with the Department of Justice, developing contracts in acceptable government format that convey the terms of the contractual arrangement including the agreed upon price, the obligations of the contractor and the contract authority and the penalties for failure to deliver an acceptable product or service.

The Manager of Contract Development and Administration manages the competitive process to obtain goods and services for the Division by:

- Determining the appropriate method for obtaining the goods and/or services;
- In cases where, in the opinion of the Division, only one supplier is capable of supplying the goods and/or services, the Manager will initiate a documentation process for a decision to award a contract to a sole source supplier, notify the supplier and enter into a contract between the parties;
- In cases where it is decided to solicit proposals to provide goods or services, the Manager will develop the terms of reference, the evaluation criteria and the proposal documents in collaboration with specialists in Community and Government Services (CGS);
- Advertising proposal calls in selected newspapers and posting them on the Government website;

- Conducting information sessions for prospective proponents and managing the flow of information flowing from the sessions;
- Chairing interdepartmental rating committees to evaluate submissions and determine the successful proponent;
- Preparing evaluation reports and making recommendations for contract award to the Director and the Deputy Minister;
- Negotiating with the successful proponent the final terms and conditions of contracts;
- Preparing the contract documents and arranging for the appropriate parties to sign off.

The Manager is accountable to the Director for the administration of major contracts in cooperation with the Manager of Nunavut Field Operations by:

- Liaising with the Manager of Field Operations to ensure that contractors are conforming to the requirements outlined in their contracts for supplying, transporting and local delivery of fuel;
- Providing advice and assistance to staff of Field Operations when necessary if contractors fail to deliver the required goods or service;
- Interpreting the provisions of contracts for Divisional staff to ensure that they understand what they should expect contractors to produce or deliver;
- Assisting in the development of strategies to deal with problematic contractors and providing ongoing advice in the management of the problem;
- Intervening directly with contractors who fail to deliver and negotiating arrangements that will either result in compliance or the cancellation of contracts.

Provides senior level advice and assistance to the Director and the Deputy Minister to assist in resolving political and policy issues by:

- Analyzing policy and procedural issues and recommending solutions that will deal effectively with the problem;
- Preparing policy documents and procedures for Cabinet and FMB approval as necessary;
- Assessing contentious situations that have the potential to escalate into political problems and recommending strategies for dealing with the issues and avoiding conflict;
- Conducting research to support the development of new policy directions for the Division;
- Preparing briefing notes and ministerial statements to support the Deputy Minister and Minister when new initiatives are being announced or when contentious political issues are being addressed;
- Assisting in the development of public relations strategies and press releases.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Proven skills in negotiating contracts that are beneficial to the organization;

Strong supervisory skills including the ability to set goals and objectives, assess performance and motivate staff to achieve excellence;

An in-depth understanding of contract law, legal language associated with contract administration and precedents that guide contract development and administration;

Strong skills in developing proposal documents, evaluating bids and selecting successful contractors through a competitive process;

An in-depth knowledge of purchasing practises and procedures;

Competent writing skills and the ability to use computer software for word processing, e-mail and financial spreadsheets;

The ability to speak Inuktitut/Innuinaqtun would be an asset;

This knowledge and skill would normally be obtained through the completion of a Bachelor of Commerce degree and several years of relevant experience. Alternatively, certification by the Purchasing Management Association of Canada would be acceptable.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

This position is an office job with limited requirements for physical work requiring strength or endurance.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Incumbent works in an office setting, but travels frequently in adverse weather conditions. Travel is often in small planes in unreliable weather conditions.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The Manager must be able to read and understand technical reports and submissions requiring intense concentration and the ability to identify problematic components of

technical documents.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The incumbent spends long hours in front of a computer screen. The Manager is often required to craft briefing notes, Cabinet submissions and contract documents within very short deadlines and under intense pressure because of the potential financial implications on the supply and the cost of petroleum products.

7. CERTIFICATION

Employee Signature	Supervisor Title
Printed Name	Supervisor Signature
Date	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.