



Classification	Administrator
Original Date:	March 2021
Revision Date:	April 2022
Pay Group:	10

JOB DESCRIPTION - Manager, Contract Administration

NATURE AND SCOPE OF WORK

Reporting to the, Director, Risk Management, the Manager, Contract Administration will lead the administration of contract management and plays a key role in managing legal risks for the University.

The Manager, Contract Administration is responsible for contract development and administration, including the drafting, review and analysis of University contracts and agreements. Responsibilities also include documentation of a variety of third-party contractual relationships; identifying process improvements; regulatory research; and management of cross-functional legal and compliance projects. The Manager, Contract Administration will leverage solid leadership and people management capabilities to work effectively with people at all levels, inside and outside the University. This role requires a strong service orientation, excellent communication skills and an approach that earns trust and respect. It is essential that the incumbent practice a high degree of integrity and provide practical advice in a professional and timely manner, while using discretion and good judgment in handling confidential information.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Responsible for timely contract and amendment drafting, developing contract templates, reviewing, development, negotiations, contract execution; ensuring accuracy, risk mitigation, and proper signing authority.
- Review contracts from all external parties and provide recommendations to align agreements with institutional policies, risk requirements and best practices.
- Examine terms and conditions of contracts including, but not limited to, scope of work, pricing arrangements, performance requirements, liability, insurance, privacy, to ensure completeness and accuracy, ensuring contracts clearly reflect the business needs and objectives of the University.
- Effectively communicates with University employees on contracts, make recommendations for revisions and draft revisions where appropriate.
- Maintains contract standards and develops templates for contracts and agreements, incorporating relevant terms and conditions required by law or University priorities, in various areas.
- Provide assistance and guidance to University stakeholders regarding insurance coverage for various activities, events and property; as well as, supporting the review and renewal of insurance policies for vehicles, leased equipment, and other optional insurances, and recommend revisions based on risk factors and other criteria.
- Provide professional and specialized advice and recommendations to internal clients on the formation and administration of contracts including developing contract terms and conditions and generating appropriate contract language to capture intent and risk of planned activities.
- Recommend contractual strategies for successful execution of planned activities to maximize efficiency, cost savings and minimize liability exposure. This will include identifying problems and providing solutions for internal operational issues pertaining to the contract or related agreement that will impact programs or institutional issues including the employment of others.

- Interact with a diverse internal client base, review and understand proposed activity and provide recommendations and advice to determine the appropriate form of contract, and inclusion of specialized terms and conditions.
- Identify, analyze and provide recommendations on potential contracting risks and liabilities associated with business activities by providing advice in the area of contract law, and escalate to Senior Leadership when necessary.
- Responsible for developing, managing and maintaining a contract tracking system.
- Liaise with internal clients to ensure suppliers are completing work to schedule and to required quality levels
- Performing other duties to assist the Director including retaining and instructing legal counsel, receiving legal advice, interpreting and applying that advice to advise senior management on a broad spectrum of issues.
- Consulting with external legal counsel in directing and decision making regarding legal matters.
- Identifying process improvements related to contracts administration and building support and structure for effective change management.
- Supporting Director, Risk Management with the design and implementation of Capilano University's Enterprise Risk Management Framework.
- Performing other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively and build relationships to mobilize cross functional teams, both in person and in writing.
- Ability to work in a culturally diverse environment showing mutual trust, respect and tolerance.
- Ability to prepare clear and concise written material, with a strong penchant towards detail.
- Ability to take initiative, while contributing as a team member.
- Demonstrated ability to conduct research, while applying strategic and analytical thinking skills.
- Demonstrated ability to effectively manage multiple projects/tasks, set priorities and meet deadlines.
- Demonstrated ability to apply sound judgment, tact and discretion in dealing with a wide variety of sensitive/confidential issues.
- Demonstrated ability to deliver a customer service focused approach to contract management.
- Demonstrated ability to negotiate contract terms aligned with University policies, legislative requirements, and industry best practices.
- Working knowledge of the of contract law, privacy law, indemnities, waivers, contract negotiation, risk management and risk transfer
- Proficient computer skills including ERP systems, business software applications, Microsoft Suite.
- Resilient, highly motivated and approaches challenges with tenacity.
- Strong risk identification, management and mitigation strategies.
- Strong analytical skills, sound decision-making ability, excellent attention to detail and pride in a well-executed finished product.
- Strong leadership, interpersonal and communication skills.

REQUIRED TRAINING

- Minimum of a bachelor's degree in law, public administration, or social sciences is required.
- Five years' experience working in a complex and diverse environment managing complex contracts and service agreements. Specifically, developing, reviewing and negotiating contracts, and risk mitigation.
- Current member in good standing of the Law Society of British Columbia is an asset.

- Experience working in a post-secondary educational institution or other public sector setting is an asset.