

CITY OF HAMILTON

CITYHOUSING HAMILTON (STRATEGY & QUALITY IMPROVEMENT SECTION – LOCATION – 55 HESS ST. S., 23rd FLOOR)

SENIOR ANALYST, CONTRACTS (CHH)

SUMMARY OF DUTIES

Reporting to the Manager, Strategy & Quality Improvement, the Senior Analyst, Contracts (CHH) will contribute to a dynamic team of experienced operational management professionals and be responsible for providing technical expertise and support to the team by providing contract development services and other contract support functions.

You will assist in achieving Departments goals and objectives through the effective and efficient use of industry standards, tools and resources, using a best practices approach to acquire quality goods and services and ensure excellent contract performance and service delivery.

GENERAL DUTIES

Responsible for the preparation of contract specifications and contract management for request for tenders, requests for proposals, requests for quotations. The related duties include: specification development, bid evaluations, inspections, technical acceptance and technical equivalency evaluations for all types of goods and services used by CityHousing Hamilton.

Responsible for communicating with a wide range of people, from external vendors to internal stakeholders and other City Departments such as procurement, legal and finance to investigate and evaluate the need for goods and services.

Makes recommendations for new and innovative methodologies, technologies, contract development practices and service delivery methods that are consistent with CityHousing Hamilton requirements for cost efficiency, environmental sustainability and energy efficiency.

Responsible for staying current with industry practices, developments, standards, procedures, regulations and educational requirements normally related to public procurement practices. You will be expected to provide expertise and knowledge to field staff relating to contract management, operation management services, products, practices and operational compliance.

Conducts periodic quality site inspections on mechanical, electrical and other building related components.

Complies with all Procurement Policies & Procedures and will maintain a strong working relationship with the City's Procurement Section.

Responsible to produce analytics, business cases, tracking systems and reports both routinely and on ad-hoc basis.

Meets with staff, service providers and vendors to assess and manage contractor performance.

Assists and provides information to various internal departments related to the financial performance and benchmarking of contracts and agreements including assisting with annual budgeting as required.

Responsible for written and oral communication skills including high level of comfort with legal language normally found in contracts and agreements related to contract management is a requirement of this position.

Provides excellent customer service to internal client departments, the operations team and other groups as well as outside vendors and suppliers.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the position.

QUALIFICATIONS

1. Demonstrated knowledge of contract administration and specification coordination normally acquired by obtaining post-secondary diploma/certificate in the field of business, property management and/or operations or an equivalent combination of relevant education and related work experience.
2. Above average technical expertise with demonstrated experience related to procurement principles, practices, drawings and specifications related repairs and maintenance required.
3. Must possess above average knowledge of Microsoft Office including Excel, Word & Outlook. Knowledge of Northgate and Asset Planner is a definite asset.
4. Possess a demonstrated record of excellent ability in technical writing and knowledge of repairs and maintenance as it relates to formulating service contracts.
5. Demonstrated record of strong leadership, guidance, customer focus, innovation/creativity and team advocacy.
6. Highly developed analytical, organizational, time management and planning skills.
7. Excellent communication, presentation, report writing and interpersonal skills as demonstrated in previous positions.
8. Must maintain a valid Class G Driver's License throughout the term of employment.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
