VICTORIA INTERNATIONAL AIRPORT

201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4

T 250.953.7500
F 250.953.7509

Job Description

Position Title: **Senior Contracts Administrator**

Reporting To: **Director, Finance**

Key Relationships: Internal – All VAA Staff
External – Transport Canada; VAA Tenant and Concession Agreement holders; Consultants, Contractors, and Service providers; and BC Assessment

Supervisory Responsibilities: None

Role Summary:
The Senior Contracts Administrator is responsible for the senior-level administration and oversight of the airport leases and contracts, contributing to VAA's mission, vision and values in all aspects of the administration of airport contracts. The Senior Contracts Administrator is accountable for ensuring the efficient and effective administration of a variety of revenue and expense contracts and their ancillary documents, including: the drafting, review, execution and distribution of contract documents; the timely and accurate dissemination of contract information to stakeholders; fulfilling multiple data entry and reporting requirements; and contributing to the development and implementation of best contract management practices throughout the full contract life-cycle. This role ensures that contracts are administered in accordance with Victoria Airport Authority's policies and procedures, and Ground Lease with Transport Canada.

The Senior Contracts Administrator is a union position and will normally work a 37.5-hour work week during regular administration office hours.

Description of Duties:
Responsibilities of the Senior Contracts Administrator include but are not limited to:

- Ensure VAA's compliance with terms of the Ground Lease in contract negotiations; articulate and defend VAA's position accordingly.
- Draft, review, analyze and modify various standard and complex legal documents from commercial leases and concession licenses, to construction and service contracts, ensuring VAA's intentions and best interests are reflected at all times; consult with managers, directors, executives, outside legal counsel, insurers and consultants as required.
- Manage contracts through the contract life-cycle; communicate with internal and external stakeholders during contract negotiations and amendments; track contract revision milestones and trigger dates.
- Ensure the integrity and accessibility of contract data through effective records management and retrieval systems; accountable for the accuracy of contract data provided to the finance department for revenue forecasts, audits and reporting.

- Maintain Ground Lease records and manage submission of VAA's annual Lease Monitoring Audit to Transport Canada.
- Manage VAA's annual report to BC Assessment of subtenant and land use changes for airport Property Assessments; participate in the appeal process.
- Assist in drafting Requests for Proposals (RFPs) and tenders with respect to contracts and insurance requirements; participate in evaluation and award process.
- Coordinates the annual renewal of VAA's ICBC Fleet insurance.
- In consultation with VAA's executive team, draft policies and procedures for contract management, records management, and procurement/tendering practices.
- Develop, implement, and improve upon department systems and service delivery.
- Participate in special projects as may be assigned by the director.
- Take personal responsibility for VAA's Safety Management System, safety related issues and integrate safety into daily work activities.
- Performs other related duties as required.

Education & Experience:

The ideal candidate will have:

- A university degree in business administration, legal administration, or equivalent discipline; and five years of recent, related experience in the past six years*; OR
- A college diploma in business administration, legal administration, or equivalent discipline; and eight years of recent, related experience in the past ten years*.

*Recent, related experience includes:

- Contract administration through the full contract life cycle, from file opening to archiving.
- Reviewing and drafting complex contracts, ensuring any applicable regulatory requirements and/or internal policies are adhered to.
- Demonstrated progressive contract management experience in an environment of similar scope.
- Contributing to procurement, request for proposal, and/or tendering processes, from drafting to award.
- Experience with conveyancing and land title matters, and BC Online, is an asset.

Knowledge of:

- VAA mandate, values, goals and objectives.
- Contract law and Common Law applicable to commercial leases and licences.
- Contract management best practices throughout contract life cycle.
- Contract drafting and proofreading.
- Procurement and tendering practices and procedures.
- Negotiation techniques and strategies, and methods for dispute resolution.
- General insurance and bonding requirements in consulting contracts, construction contracts, commercial contracts and leases.
- General accounting practices related to leasing, licenses, and contract life cycles.
- Comprehension and application of legal terminology and business English, including use of correct spelling, grammar, and punctuation.

Skills and Abilities:

- Excellent interpersonal skills and the ability to develop and maintain effective working relationships with a wide network of internal and external stakeholders.

- Oral and written English communication skills and the ability to communicate accurate, timely, factual information and concepts in a manner that can be understood by the audience.
- Ability to be tactful, discrete, and exercise excellent judgment; be positive and result oriented.
- Demonstrated ability to interpret and translate complex language in contracts, legislation, policies and procedures; to write clear, precise contract language; and identify opportunities to improve upon and update boilerplate language.
- Be extremely accurate, analytical and detail oriented; use logic and critical thinking to solve problems, and assess and mitigate risk in negotiating contract revisions.
- Ability to focus and concentrate on one task for extended periods of time.
- Excellent work ethic; organized with ability to identify and prioritize competing demands; conscientious and mindful of how the contract life-cycle impacts various stakeholders and the organization as a whole, and manage workflow accordingly.
- Excellent computer skills; ability to create and edit legal documents and reports using software packages, including Microsoft Office 365 and Adobe Acrobat; timely and accurate data entry; and an aptitude and willingness to learn new technology.
- Ability to be curious; research and obtain information; manage and adapt to change; bring innovation to current process and show a continuous improvement mindset.
- Ability to build trust; to demonstrate initiative and work independently within the scope of the role; and be an enthusiastic, reliable, and collaborative team member.

Additional Requirements (conditions of employment):

- Within six (6) months of hire, must pass and maintain enhanced Airport security clearance as a condition of employment.
- A valid Class 5 British Columbia driver's license.