

# JOB DESCRIPTION

Benchmark Job #400

Ministry: Education  
Branch: Finance and Administrative Services  
Location: Victoria

Working Title: **Corporate Contract Services Advisor**  
Level: Range 24  
NOC Code: 1225

## PRIMARY FUNCTION

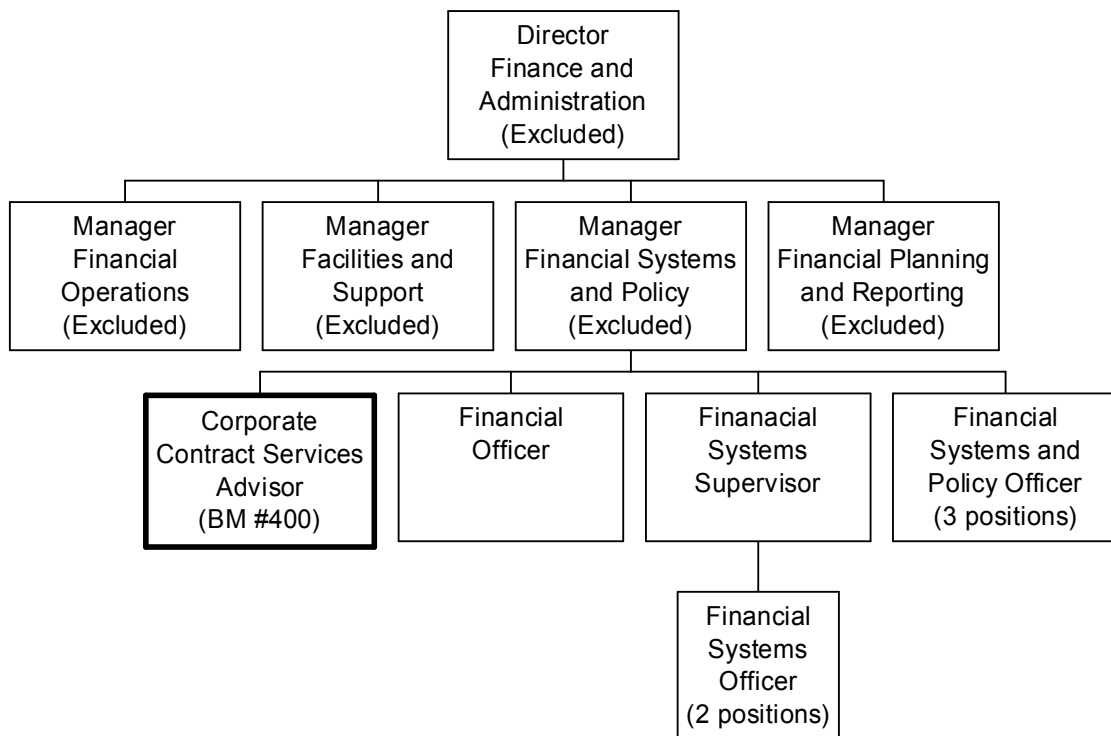
To plan and establish the ministry contract management program and services, business practices and policy relating to contracts, and other legal methods of acquiring services for a decentralized system of contract management services.

## JOB DUTIES AND TASKS

1. Develops and interprets ministry contract policy
  - a. develops, writes and maintains contract policies and procedures
  - b. ensures policies and procedures are implemented and functioning in all aspects of contracting
  - c. analyses and provides recommendations on financial management issues
2. Reviews contracts and advises contract administrators and all levels of ministry staff
  - a. provides advice to contract administrators, financial officers and managers throughout the province on a range of contract issues ensuring technical, legal, ethical and financial standards, and appropriate business practices are met
  - b. reviews and provides advice on sensitive and/or large dollar contracts prior to execution
  - c. approves new standard format contracts ensuring control requirements are met
  - d. provides direction to resolve disagreements on contract content and terms with ministry staff
  - e. resolves issues escalated by contract administrators and managers throughout the province
  - f. identifies financial and legal risks of contract issues, and provides advice based on contract law and business law
3. Represents the Ministry on contract management issues
  - a. represents the Ministry on cross government committees and initiatives, ensuring value for money and accountability for government and Contract Reform initiatives are met
  - b. identifies and implements changes required to financial policy and procedures as result of new programs and/or government initiatives and provides solutions to satisfy program needs and accounting and auditing principles and standards
  - c. attempts to resolve conflicts by acting as the liaison between the contractor and ministry
4. Plans and conducts pre-audit and post-audit of ministry contracts
  - a. establishes a contract review and audit plan based on areas of concern, establishing parameters and choosing audit criteria
  - b. conducts audits and reviews
  - c. writes audit reports and meets with branch staff to convey results and recommends correction action where appropriate
  - d. establishes a follow-up plan to ensure areas of concern are addressed, communicates with Manager, Director and ADM where further support is required
5. Develops and coordinates contract related training for the Ministry
  - a. identifies the need for workshops and seminars
  - b. develops and delivers training sessions on contract administration policies, procedures, requirements and practices
6. Performs other related duties
  - a. prepares briefing notes, reports, and correspondence using word processing, spreadsheets and other presentation software

# ORGANIZATION CHART

Benchmark Job #400



# REASON FOR CLASSIFICATION

Benchmark Job #400

Job Title: Corporate Contract Services Advisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of contract and business law to plan and develop contract management policies and procedures for the ministry, provide advice on contract management issues, conduct audits, develop contract related training and represent the Ministry on contract management issues.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify ministry contract management procedures to review contracts and provide advice to contract administrators, support service delivery, develop, write and interpret ministry policies, conduct audits and identify financial and legal risks.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiating skills to resolve conflicts by acting as the liaison between the contractor and ministry.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to keyboard to prepare a variety of letters, reports and spreadsheets with a minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by government contract policies, guidelines and standards and financial administration policies, plans ministry contract audits, develops and interprets ministry contract policy, reviews contracts and provides advice to contract administrators.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to develop language for sensitive and large dollar contracts for the ministry, ensuring technical, legal, ethical and financial standards and appropriate business practices are met.</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain a single user filing system for contract management and review.</p>	C	15

# REASON FOR CLASSIFICATION

Benchmark Job #400

Job Title: Corporate Contract Services Advisor

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide training sessions on contract administration policies, procedures, requirements and practices to ministry staff.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsible for own well being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently focus on computer or source documents to read contracts and other documents, reports, databases.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to view computer screen and printed contract material.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 812**

**Level: Range 24**

# JOB DESCRIPTION

Benchmark Job #001

Ministry: Transportation and Highways  
Branch: South Coast Island Regional Office  
Location: Nanaimo

Working Title: **Supervisor, Property Acquisition**  
Level: Range 24  
NOC Code: 1235

## PRIMARY FUNCTION

To coordinate the acquisition of properties in a region for Highway right-of-ways and to direct field Property Agents.

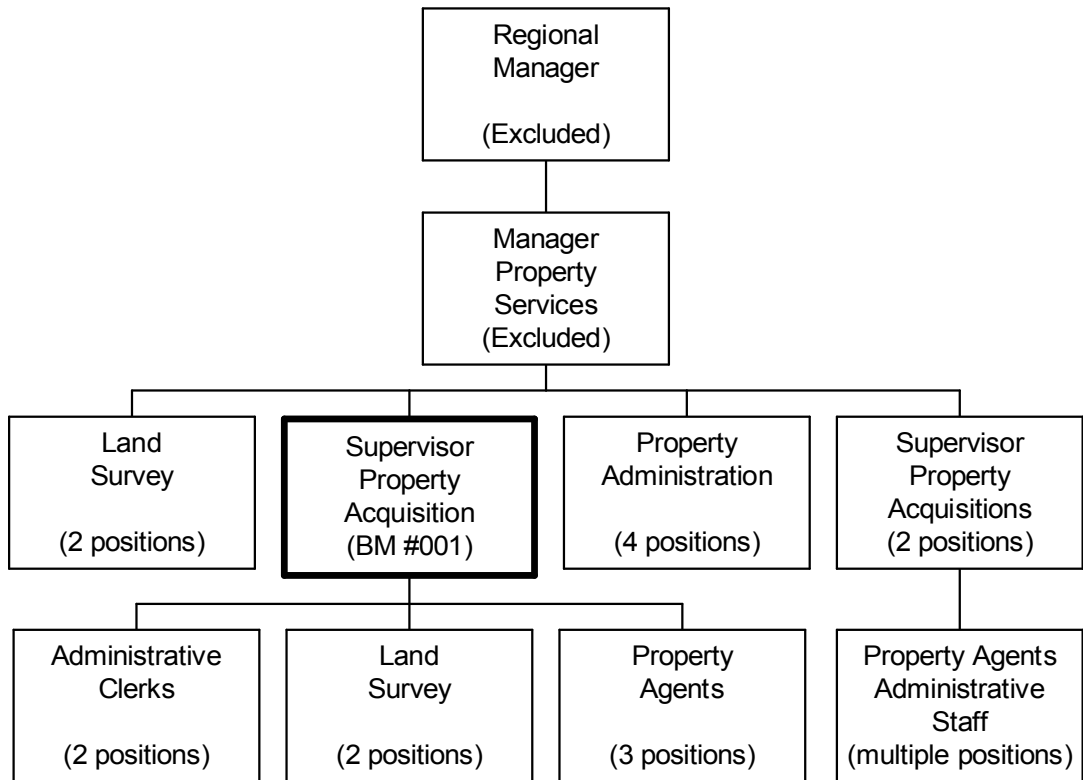
## JOB DUTIES AND TASKS

1. Coordinates the acquisition of properties for Highway right-of-ways and projects for BC Transportation Financing Authority, including commercial, residential and agricultural property
  - a. administers regional acquisition programs in support of capital construction projects and district operations and ensures the delivery of property acquisitions are on schedule and within budget
  - b. directs appraisals and property acquisition negotiations undertaken by field Property Agents including reviewing and recommending offers to purchase
  - c. exercises spending authority to approve property purchases up to \$500,000 such as for Island Highway Project
  - d. coordinates the assigning, review and acceptance of independent fee appraisals
  - e. coordinates the acquisition services provided by private property service firms by preparing estimates, establishing terms of reference, inviting proposals, awarding contracts and monitoring assignments to completion
  - f. plans and recommends the acquisition of lands and how funds are going to be spent
  - g. discusses, with consultants, the preliminary design of highway alignments and adjustments for nearby land use requirements and prepares estimates on the cost of alignments
  - h. authorizes exceptions to normal market-valuation purchase prices when circumstances such as age or project requirements warrant such action
  - i. reviews acquisition actions to ensure they are being conducted consistently and in accordance with Ministry Acts, policies and procedures and applicable Federal Acts
  - j. prepares reports for major project acquisitions, expropriations and special investigations
  - k. makes recommendations on the development of Branch policies and procedures on acquisition, appraisal and general land administration
  - l. assists legal counsel in expropriations, arbitrations and litigative actions including collaborating in the preparation of documents and other materials
  - m. conducts sensitive property negotiations on fee owned and Indian Reserves
2. Supervises staff in the provision of acquisition and appraisal services (7 FTEs)
  - a. supervises Property Agents and administrative staff including hiring and training
  - b. plans, assigns and reviews the work of staff
  - c. conducts appraisals of work performance
  - d. sets work priorities and standards
  - e. provides guidance and advice to field Property Agents on the interpretation, clarification and implementation of statutory requirements and policies relating to the purchase of properties
  - f. provides advice on property acquisition, appraisal methods, assessed values, compensation payments, document preparation, and taxation
  - g. assists and guides field Property Agents in the negotiation and acquisition of land that is politically sensitive or contentious such as aboriginal land claims including exchanging information with interested parties, negotiating with claimants and preparing documents with agreed-upon language
3. Performs other related duties
  - a. exchanges information with ministry branches, districts, other ministries and other levels of government to make sure that their interests are reflected during land acquisitions
  - b. assists Manager, Property Services with the preparation of annual plan and budget
  - c. serves as Commissioner for taking affidavits on behalf of the Province of British Columbia
  - d. sets up, maintains and updates files and records on property acquisitions
  - e. drives to and inspects acquisition sites
  - f. reviews land compensation reports and exchanges information with associated professional groups

# ORGANIZATION CHART

Benchmark Job #001

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# ORGANIZATION CHART

Benchmark Job #001

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of property appraisal and acquisition and related statutes and regulations to engage in negotiations and direct the work of field property agents in the negotiation of controversial, sensitive and high value property purchases in a region and to assist solicitors in the legal processes involved in the purchase, expropriation and arbitration of property.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify property appraisal and negotiation methods in working with changing property values and client circumstances to appraise, advise on and negotiate property purchases on behalf of the province and to achieve agreement of the owner to acquire the property.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Influence required to use formal negotiation skills to conduct sensitive or contentious property negotiations with land owners and First Nations where the parties are not cooperative such as First Nations land claims.</p>	E	60
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive vehicle to property acquisition sites.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by property law and ministry acquisition plans, plan and organize the negotiation of property purchases, negotiate sensitive, contentious or high value purchases, assists legal counsel in expropriations and guide field Property Agents in sensitive negotiations.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to negotiate and write contracts for the acquisition of property in sensitive, high value cases with authority to sign for acquisitions to \$500,000.</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to organize a temporary project filing system by setting up and maintaining project information files on land acquisitions in progress.</p>	C	15

# ORGANIZATION CHART

Benchmark Job #001

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise field Property Agents and administrative staff and appraise employee performance (7 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to drive to field sites to conduct inspections, as the driver of convenience.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen and observe and interpret words and body language during property negotiations.	C	12
11	<b>PHYSICAL EFFORT</b> Light physical effort to regularly walk over rough terrain to inspect acquisition sites.	B	6
12	<b>SURROUNDINGS</b> Exposure to all weather conditions regularly while inspecting sites where shelter is available.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from regular driving to field sites to conduct inspections.	B	4

**Total Points: 845**

**Level: Range 24**

# JOB DESCRIPTION

Benchmark Job #247

Ministry: Various  
Branch: Finance and Administration  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Manager, Central Support**  
Range 27  
1221

## PRIMARY FUNCTION

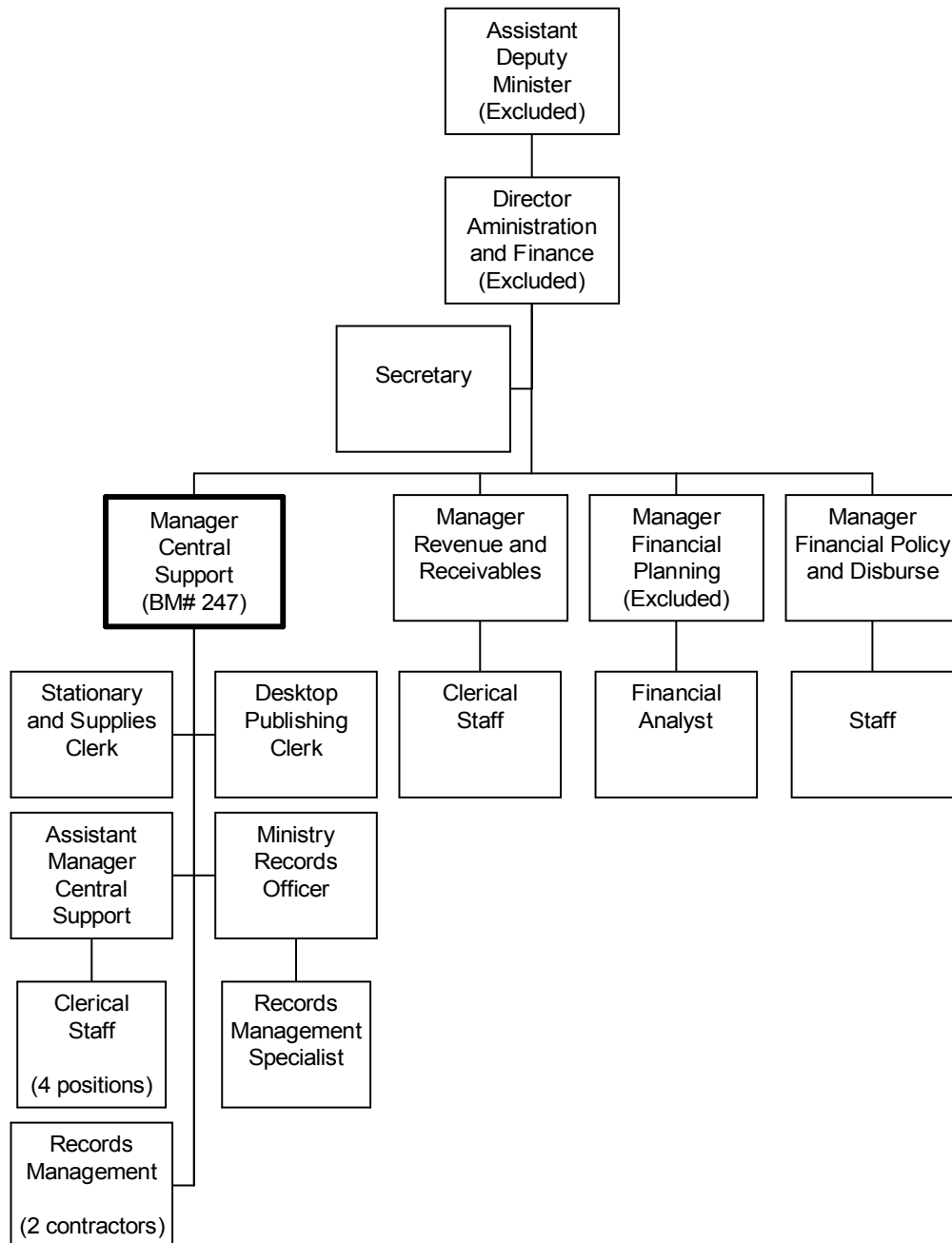
To provide facility and administrative management services for a ministry of approximately 400 FTEs in headquarters, regional and district offices.

## JOB DUTIES AND TASKS

1. Provides facilities management
  - a. assesses telecommunication needs within the ministry, prepares cost analysis reports and approves and arranges for installation of telephone equipment
  - b. examines office space needs for headquarters, regional and district offices, including staff safety and security issues; negotiates with BCBC lease renewals and tenant improvement plans and signs BCBC agreements on behalf of the ministry (\$4M annually)
  - c. represents the ministry in meetings with central agencies, such as Treasury Board and the BC Purchasing Commission and other organizations, such as BCBC and BC Telephone
  - d. coordinates development of the ministry's business continuation and disaster recover plans
  - e. participates, as a member of a Committee, in the development of security precautions and emergency preparedness plans relating to facilities and all ministry personnel
2. Exercises monetary responsibility for annual budget of \$6-7M for facilities and rental services
  - a. assesses costs for facilities and central services by ministry cost centre; prepares annual budget
  - b. exercises spending authority to \$10,000 per transaction in the purchase of materials and supplies, to \$20,000 per transaction for service contracts and full authority for Queen's Printer and BCBC expenditures
  - c. develops operating policies and budgetary measures for the procurement of physical assets
  - d. assesses photocopier requirements for the ministry and exercises spending authority on monthly charges
  - e. controls the purchase of stationery supplies for the ministry, ministry printing operations and postal services
  - f. plans and provides desktop publishing services
3. Establishes, operates and maintains an asset control system for the ministry
  - a. prepares annual inventory reports, conducts spot checks on inventory through surveys and personal inspections and develops procedures to record, count, verify and safeguard assets
  - b. develops procedures to depreciate assets to comply with the province's capitalization of capital assets policy
  - c. establishes criteria for the life-span evaluation, disposal and replacement of physical assets
  - d. manages vehicle fleet for the ministry, including preparing budgets for vehicle management, monitoring credit card usage, preparing annual vehicle fleet plan and ensuring vehicles are repaired or replaced
4. Develops the ministry wide records management program
  - a. plans, develops and implements ministry-wide records filing systems to meet operational needs of the ministry and related boards and commissions
  - b. determines Freedom of Information requirements under the Act
5. Supervises central services staff (9 FTEs)
  - a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal appraisals of work performance

# ORGANIZATION CHART

Benchmark Job #247



# ORGANIZATION CHART

Benchmark Job #247

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of administration to plan the delivery of facility and administrative management services for a ministry of approximately 400 FTEs.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to manage the provision of facility and administrative management services throughout the ministry, such as ministry records, purchasing, asset control, risk management and vehicle fleet management.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILLS</b> Persuasion required to use basic negotiating skills to reach agreement with BCBC on lease renewals and the costs of tenant improvement.</p>	D	45
4	<p><b>PHYSICAL CO-ORDINATION AND DEXTERITY</b> Basic coordination and dexterity required to access electronic mail.</p>	A	5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by government policies, plans facility and administrative management services and other central services and controls the central service budget of \$6M.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Major financial responsibility to be formally accountable for \$6M for facilities management, telecommunications, vehicle fleet, purchasing, printing, postal and other central services.</p>	G	58
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the maintenance and repair of assets and equipment such as vehicle fleet, telecommunications, ministry fixed assets.</p>	F	43

# ORGANIZATION CHART

Benchmark Job #247

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise administrative and clerical employees, appraise employee performance (9 FTEs).	DF	21
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure safety and security are incorporated into facilities plans.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently read documents and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on documents and reports and computer screens.	C	12
12	<b>SURROUNDINGS</b> Exposure to occasional overnight travel to conduct spot checks of inventory in regional and district offices.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards from occasional use of public transport to visit regional and district offices to conduct spot checks of inventory.	A	2

**Total Points: 915**

**Level: Range 27**