

**Posting #23-137CU(E)**

## **Contract Specialist, Research Office of Research and Innovation Term, Full-time (October 2023 to October 2024)**

### **Purpose**

Reporting to the Director, Research and Innovation, the Contract Specialist, Research manages all aspects of the research contract process. This role provides leadership and ensures success in all research contract services.

### **Responsibilities**

Duties include but are not limited to:

- Providing leadership in delivering research contract administration services for the research enterprise at UNBC: EOIs, RFIs, bid preparation, evaluation and award; contract formation; contract execution; administering the contract; contract amendments, and close-out;
- Ensuring timely completion and risk mitigation for, MOUs, NDAs, Contribution Agreements, Affiliation Agreements and a variety of one off research contracts;
- Reviewing research contracts of other agencies to ensure they meet UNBC standards;
- Serves as primary contract administration point of contact on specific research projects and teams;
- Ensuring compliance with UNBC, as well as external funding agencies procedures & policies to implement effective risk mitigation while supporting research;
- Working closely with the Contract and Supply Chain Management and Risk teams at UNBC to ensure compliance on various legislation related to research;
- Providing support during negotiations with research partners over final terms and conditions of contracts;
- Performing final review and abstracting of contracts prior to routing for approval;
- Providing key support in preparing management responses to both internal and external audit observations;
- Providing support in working on ways to streamline and simplify the current contract processes and procedures;
- Ensuring cost savings are monitored and tracked by managing contract objectives and ensuring these objectives are met;
- Ensuring collegial and professional relationships are maintained with vendors as well as research partners;
- Providing training and direction in contracting processes to ensure success and accuracy in contracts;
- Ensuring consistency in research contract management process across UNBC;
- Ensuring proper records retention;
- Delegating the responsibility for requisitions to the other Purchasing Agents and/or Contract Specialist when required;
- Managing all aspects of a purchase order when required;

- Ensuring strategic sourcing as required for goods and services;
- Ensuring contracts are accurate in order to minimize UNBC liabilities; and
- Providing supervision and delegation to the Distribution Services Department as required.

## Qualifications

An undergraduate degree in Business, Finance, Economics, Administration or a related field along with five years of prior research contract administration or purchasing experience related to research infrastructure, and two years of relevant experience in public sector procurement. An equivalent combination of education and experience will be considered. Experience in major research project contracts, a professional certification in a purchasing professional or contracts organization, and/or a graduate degree will be considered an asset.

The successful candidate will possess the following:

- Advanced computer skills required including MS Office Suite and with Banner experience preferred;
- Demonstrated ability to prioritize multiple tasks and solve problems with minimal supervision;
- Knowledge of legal terminology and contract law and experience in developing complex contracts;
- Excellent analytical skills and attention to detail;
- Excellent interpersonal skills;
- Demonstrated ability to establish and maintain effective relationships with customers/stakeholders;
- Demonstrated ability to provide positive pushback and effective collaboration to resolve a conflict;
- Demonstrated ability to work effectively with team members to support a positive environment of trust and inclusiveness;
- Excellent oral and written communication skills; and
- Proven negotiation skills.

## Salary

This position has been classified at a Grade 12. The annual salary range for this position is \$79,206.40 to \$82,482.40 and the normal starting salary will be \$79,206.40, pro-rated based on length of term and hours worked.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.



Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #23-137CU(E) to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9



Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

