



Canadian Nuclear Laboratories | Laboratoires Nucléaires Canadiens

Position Title: Contract Supervisor

Position #: 25021

Category: Supply Chain

Location: Chalk River Laboratories, Chalk River, ON – REMOTE WORKING CONDITIONS

Job Duration: Full-Time, Permanent

Salary: \$99,500 - \$149,800 per annum

Apply Here: <https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CNLLTD&cws=37&rid=4816>

Are you looking for a role that will challenge you? Can you see yourself acting as a liaison and primary interface accountable for balancing relevant corporate, functional requirements and governance with the delivery needs and priorities of the project or mission? If you answered yes, then this may be the job for you! Functionally reporting to a Supply Chain Manager and the Team Leader? The Supply Chain provides leadership and oversight related to Procurement and / or Contract Management activities covering a potential wide range of scope type, complexity and risk. The incumbent must be versed in both pre and post contract management activities.

What you will be doing!

- Leading a team of Supply Chain Staff/Contractors in both pre and post contract management activities covering a potential wide range of scope type, complexity and risk.
- Ensuring appropriate resource capability and capacity within their team and that resources are allocated to procurements commensurate to the risk, value and complexity.
- Promoting and ensuring a customer service orientated approach to delivery requirements with recognition of relevant constraints, timelines and budgets.
- Collaborating with internal customers, other Contract Leads and stakeholders to identifying procurement demand, developing CNL's Procurement Plan and devises long-term development strategies for respective contracting portfolio.
- Performing analysis and diagnostics to determine industry and consumer trends, including, spend profile and demand forecasting that supports market profiling and strategic planning.
- Managing, facilitating, conducting, and supporting the end to end procurement lifecycle (pre and post contract) and those undertaken by their team, in accordance with Supply Chain Policy, Management Control Procedures and other relevant CNL Policy and Procedures, including:
 - Effective Procurement Planning and Strategy Development
 - Ensuring appropriate team and stakeholders identifying and engaged to support the procurement
 - Appropriating market engagement activities, bidder listing and Qualification of Suppliers is performed
 - Designing, Drafting and management of solicitations
 - Evaluating and Selecting of Contractors/Suppliers
 - Evaluating and responding to clarifications, complaints, challenges and disputes
 - Negotiation of agreements and other relevant commercial matters
 - Contractor onboarding, relationship management, administration and performance management/oversight, including appropriate financial, change and risk management.
 - Contracting close out, liabilities management, lessons learned
 - Ensuring appropriate contemporaneous records are maintained
 - Working with stakeholders and staff in providing authoritative advice and recommendations on appropriate individual contract strategies and process, including the merits of various options and approaches to deliver the intended outcome of procurement, deliver best value and mitigate risk to CNL, whilst ensuring the application of lessons learned are applied.
- Liaises and works with other functional groups including, Quality Assurance, Safety, Finance, as required throughout the procurement lifecycle.
- Reviewing/Authorizing procurement documentation and commitments in accordance with delegated authority.

- Working with and seek appropriate advice from CNL Legal in determination of contract risks, insurances, conflict of interest, appropriate contract models, and potential disputes.
- Ensuring that structured and trusted relationship with contractor's vendors has been established to realize intended benefits (including price and quality) and establishes objective contracts performance measures and reporting within their portfolio.
- Developing exit or improvement strategies for underperforming or unsuccessful contracts.
- Seeking and implementing opportunities for continuous improvement within the Supply Chain Function and contributes to functional initiatives.
- Providing training, coaching, mentoring and appropriate feedback to team members on Supply Chain arrangements and performance.
- Ensuring effective ongoing communication and reporting to internal customers and Supply Chain function as required for all activities within portfolio including progress and performance against schedule/targets and other measures which may have been agreed.
- Responding to situations to contain/ mitigate short to mid-term risk within team in accordance with procedures.
- Moderating risk to team; limited checks and balances on work.
- Identifying and recommending improvements to moderately complex processes that affect own area and others/POSITION DESCRIPTION OFFICIAL USE ONLY clients; implements improvements to processes in own area and related areas/ works with clients to implement.
- Encouraging/ supporting innovation among others, extending to related area
- Provide input on corporate scale change

What we are looking for:

- Demonstrates an appreciation for strong work ethics and a high level of professionalism.
- Self-starting, motivated and creative, with ability to work with a high degree of autonomy.
- Demonstration of strong emotional intelligence and communication skills to work with a wider range of potential stakeholders.
- Evidence of effective analytical abilities to interpret data and use to develop strategies and tactics
- Certification or enrolment within professional development programs and / or associations such as the Supply Chain Management Association (SCMA), or the Institute for Supply Management (ISM).
- Functional knowledge of Canadian (Federal and Provincial) Contract Law commensurate with the position accountabilities
- Sound knowledge and appreciation of ethical contracting and business conduct and practice
- Functional knowledge and proficiency with systems-based tools such as Microsoft Office suite
- Exemplary organization and planning skills, with a particular emphasis on detail and team orientation
- Demonstrated ability to produce high-quality written documentation
- Demonstrated ability to lead, mentor, motivate and align staff, internal customers and supplier
- Demonstrated proficiency with Enterprise Resource Planning tools such as Oracle Purchasing and IProcurement modules considered an asset
- Post-secondary education in Business, Law, Engineering, Science, IT, or Technical discipline, plus Minimum 10 years' experience, is preferred, of progressive contracting experience, preferably in Procurements of Goods (including under quality programs), Services, and / or Construction and Project management background, subject to complex technical, engineering and/or regulatory environments.

Security clearance eligibility required: Reliability Status with Site Access Security Clearance (SASC), which has a minimum requirement of 3 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom.

Why CNL?

Does working with a team across Canada to advance nuclear science and technology for a clean and secure world speak to you? We're reinventing ourselves to be the pace setters so we can lead the charge in solving the problems that matter, like building the next generation of clean nuclear and hydrogen energy solutions, developing new and better-targeted cancer treatments, and continuing to lead the world in environmental remediation.

- Work-life balance is an integral part of our overall health and well-being; at CNL, we value this.

We offer a complete total rewards package :

- paid time off (vacation, sick, floater & personal);
- benefits effective day one, that's right, no waiting period;
- tuition support
- and a pension!

Do Our Priorities Resonate with You?

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

Location of Work – Remote

- CNL works with employees across Canada to enable a remote workforce where possible. Our Work from Home employees are provided with the equipment required to be successful: laptop, monitor, external etc. Of course, we always love a visit to site when possible!

CNL is committed to providing an atmosphere free from barriers that promote equity, diversity and inclusion in achieving our mission. CNL welcomes and celebrates employees, stakeholders and partners of all racial, cultural, and ethnic identities.

CNL also supports a workplace environment and a corporate culture built on our Core Values: Respect, Teamwork, Accountability, Safety, Integrity and Excellence, which encourage equitable employment practices and career prospects inclusive of accommodations for all employees.

CNL is committed to being an equal-opportunity employer. If you require accommodation measures during any phase of the hiring process, please inform the Talent Acquisition Specialist with whom you are in contact. All information received in relation to accommodation requests will be kept confidential.

The Chalk River Laboratories site is located on the unceded and unsurrendered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

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