



SUPPLY CHAIN JOB DESCRIPTION

**Position:** Supply Chain Professionals  
**Department:** Performance Improvement  
**Reports To:** Project Manager  
**Status:** Independent Contractor  
**Environment:** Drug Free Workplace  
**Location:** Port Elgin, Ontario, Canada

**ROLE OVERVIEW:**

- **Location:** Can work remotely from anywhere in Ontario, Canada (during pandemic)
- **Travel:** Must be able and willing to travel to Port Elgin and surrounding area, as needed
- **Support:** In addition to working with extremely high caliber colleagues, our Contract Specialists are surrounded by a team of dedicated subject-matter experts committed to ensuring a smooth transition and successful team effort
- **Duration:** High performers will remain on the project until at least 2023

**MINIMUM REQUIREMENTS:**

- Position: Various
- Status: Independent Contractor
- Education: four-year degree from University
- Work location: preference will be given to candidates able to work onsite
- Leadership skills: experience leading a team of up to (5) people
- Relevant experience: at least 15 years' experience, with minimum of 10 years in Supply Chain and 2+ years working in Canada
- Industry experience: Nuclear, Industrial, or similar sector
- Technology skills: excellent computer skills
- Superb communication (verbal, presentation, negotiation) and report-writing skills
- Ability to manage challenges at an enterprise level
- Ability to deliver results under pressing timelines

**ENGAGEMENT SPECIFICATIONS:**

- Typical workweek is 32-40 hours a week, Monday through Friday.
- During COVID19 pandemic, selected incumbent will work remotely from home office.
- Some roles may require travels to visit supplier locations, when travels are allowed.
- Mileage and expenses reimbursed for business-related travels.
- Experience working with Bruce Power or OPG highly preferred.
- Must be willing and able to pass strict and high-level security background screening.



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### **FINANCIAL ANALYST**

Provide support to senior Finance management in carrying out the accountabilities of the Finance Function in accordance with applicable legislation, programs, policies, procedures and agreements. Provide advice, guidance and support to line managers in carrying out their financial control accountabilities.

#### **As it relates to Management Accounting & Planning:**

- Provide advice, guidance and support as a single point of contact (SPOC) to an assigned group of line managers in the areas of business planning, budgeting, cost collection and recognition, cost reporting, accountability review, forecasting, decision support, and internal control.
- Provide management reports (e. g., internal financial statements, Monthly Financial Reports, Monthly Project Report, Monthly Performance Report, outage cost reports, ad-hoc reports) utilizing financial systems and other inputs.
- Conduct detailed analysis of financial and operational results and assist management in the interpretation of such results.
- Develop and maintain the accountability scorecards.
- Support the Investment Management process by assisting with the preparation and review of business case summaries

#### **General Duties:**

- Ensure a timely and accurate close-out of all monthly and annual financial reporting periods.
- Prepare audit working papers and liaise with internal and external auditors to ensure the integrity of financial information prepared.
- Assist in the development of strategies, policies, procedures, processes, and guidelines through research, analysis and input from stakeholders in the area of general accounting practice.
- Ensure that proper accounting guidelines are followed across the company in accordance with company financial policy.
- Assist in undertaking compliance reviews within the company's internal control framework to ensure consistent site management control and compliance with SARBOX or other legislative requirements.
- Maintain a professional awareness in relation to current accounting practice, GAAP, and general business environment and the utility industry and be able to communicate impacts and implications throughout the business.
- Assist in the development and implementation of new systems and perform periodic reviews of existing financial systems and processes to identify opportunities for improved productivity.
- Perform other duties as required.

### **CONTRACT ADMINISTRATOR**

Perform the commercial duties for complex procurement assignments by providing Commercial evaluation and advice, negotiate including purchase order placement and general contract administration and coordination of approved and authorized proposals/agreements, solving commercial issues and coordinating contracts as required in support of Bruce Power staff. Perform a thorough evaluation of company's facilities, monitor supplier performance and provide assistance



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to new suppliers to be recommended for inclusion on future bid lists. Review specifications to ensure purchasing conditions conform to the Division's standards, policies, practices and jurisdictional requirements. Evaluate incoming tenders and quotes for vendor exceptions.

### **CONTRACT SPECIALIST**

The Contract Specialist provides focused best in class purchasing expertise for products and services contracting requirements. Oversees all commercial elements associated with the lifecycle process of contracting activities including the development and execution of contract strategies, contract administration, claims management and contract closeout. Supports counterparts and staff performing the administration and buying function. Assembles, negotiates, and administers long-term and/or strategic agreements for services at Bruce Power and assist in negotiating minor services contracts. Assists in developing methodologies and perform detailed analyses of market trends to identify over or under capacity within the global supply base.

#### **Required Skills:**

Negotiation, build Requests for proposals, collaborate effectively with Project Managers and Engineers to address contract requirements. Clear understanding of legal terms and conditions and contract management.

### **CONTRACT COMPLIANCE SPECIALIST**

#### **General Accountabilities (CONTRACT COMPLIANCE SPECIALIST):**

- Assist in the administration of service contracts with strategic suppliers.
- Assist in developing methodologies and performing detailed analyses of Contracts, Change Orders and Invoices

#### **Specific Accountabilities:**

- Provides advice on commercial matters in the administration of Contracts with Strategic Suppliers.
- Advise BP on Claims avoidance/disputes resolution strategies & methodologies
- Perform detailed review of all contract documents, contract schedule, schedule updates,
- Requests for Information, Site Instructions, Change Orders, Contemplated Changes, Relevant Correspondence, Progress Payments and labor data with respect to all claims.
- Defend and pursue claims on behalf of Bruce Power with suppliers
- Provide proactive advice on commercial matters to avoid disputes
- Assist in a Contractor Management improvement initiative to improve the commercial administration of contracts ongoing issues and provide advice on mitigating actions to improve performance.
- Assist the team on other commercial initiatives as required

#### **Knowledge and Experience (CONTRACT COMPLIANCE SPECIALIST):**

- Requires knowledge and experience in Commercial aspects of complex Contracts, Claims and Disputes, and developing and maintaining benefits tracking tools to measure and monitor Change Orders and cost saving through invoice reviews.



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- Requires strong oral and written communication skills
- Experience working at Bruce Power is preferred
- Experience in MS Excel is preferred (i.e., ability to use v-lookups, pivot tables, and if statements)

### **SUPPLIER MANAGEMENT OFFICE**

The Commercial Subject Matter Experts (**CSME**) shall be responsible for the following:

- Gap analysis against baseline and advising on mitigation plans
- Identify declining trends and intervention strategies, dependent on the trend and risk (Quality, Schedule, Cost, Financial, Capacity, Performance) using the performance scorecards
- Investigate the cause of the performance gap and implement and track corrective actions to improve performance, using known performance improvements techniques (e.g. Root Cause Investigation, Lean Principles)
- Track Cost of Poor Quality and recommend remediation actions in conjunction with the claims department
- Supplier development – support existing suppliers in areas they require help with, or help new suppliers develop their programs to meet or exceed Bruce Powers standards
- Identifying best practices and track implementation across suppliers where applicable
- Additional support to the supplier in resolving Foreign Material Exclusion (FME) trend e.g., if there is a Foreign Material Exclusion (FME) trend then a FME “expert would be deployed to help the supplier fix the issues. Given the number of standards required access to aspects of Nuclear Safety culture and operational/manufacturing standards, access to a large skill-based resource pool is required.

### **Other duties:**

- Be a conduit for sharing OPEX across suppliers
- Help provide recommendations to make the current Supplier Performance Scorecard process more effective and efficient
- Assist in the enhancement of the current process on the compartmentalization of suppliers in different categories (Strategic, Key etc.)
- Maintain strong relationships and have the ability to professionally interface with Bruce Power stakeholders.
- Identifying best practices and track implementation across suppliers where applicable

### **General Requirements:**

- Prior experience & proven track record on improving supplier performance
- Resources who are based or willing to move locally (County of Grey, Bruce and Huron) but have a large resource pool to draw on dependent of the Supplier Development activities required.
- Ability to efficiently collect, collate and provide indicators of Supplier performance and insights into improving or declining trends
- Have organizational depth in performance improvement methodologies and tools
- Familiar with Supply Chain process and Project Controls interfaces.
- Proven ability to Safely meet schedules, quality and cost



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- Have behaviors that can provide collaborative and challenging (where appropriate) relationships
- Have a strong understanding of Projects & Contracts to ensure Parties compliance.

**Ideal workforce education/certification must be one or more of the following:**

- o Minimum of 15 years Proven Post Graduation Project experience
- o Bachelor's Degree in Construction/Manufacturing management or Engineering
- o Construction Industry Institute (Gold Seal Certified Construction Commercial Manager)
- o SCMP designation or equivalent preferred
- o AACE Certified Cost Professional (CCP)
- o AACE Earned Value Professional (EVP)
- o AACE Planning & Scheduling Professional (PSP)
- o IACCM – Supplier Relationship Management (SRM) Certification
- o CIQS – Professional Quantity Surveyor PQS
- o PMI – Project Management Professional (PMP)

**Pre-engagement Requirements:**

All employees and contractors selected to work with Bruce Power will be required to complete and successfully receive Level 1 Security Clearance through the Canadian Security Intelligence Service (CSIS). This involves a comprehensive background screening and providing detailed supporting documentations for the last five years of history on all employment, self-employment, gaps of employment, places/countries of residence, international travels, and character references. All offers of engagement are contingent upon successful Security Clearance.

**Company Description:**

Renew International provides diverse cost recovery auditing and sales tax recovery solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, sales tax recovery, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third-party suppliers and partners.

*Financial Results \* Customer Service \* Employee Recognition \* Community Involvement \* Spiritual Development*

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.*

**Contact Information:**

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