

# Job Opportunity



## Contracts & Corporate Governance Advisor

International CCS Knowledge Centre

Location: Regina, Saskatchewan / Calgary, Alberta  
(remote work locations may be considered for suitable applicants)

Closing Date: *until position is filled*

Resume and cover letter to be sent to [info@ccsknowledge.com](mailto:info@ccsknowledge.com)

## WHO WE ARE

### International CCS Knowledge Centre

The International CCS Knowledge Centre is a non-profit organization founded in 2016 by BHP and SaskPower to advance large-scale carbon capture and storage (CCS) projects as a critical means of managing greenhouse gas emissions and achieving the world's ambitious climate goals.

The Knowledge Centre provides independent, expert advisory services for CCS projects across heavy-emitting industries based on our team's unique experience developing the world's first fully integrated post-combustion CCS facility on a coal-fired power plant. We have a proven track record of helping our clients lower costs, reduce risk and improve the performance of CCS projects across industries and technology platforms using the latest knowledge and lessons learned from major projects across the globe.

We also provide input to policy development and promote broad collaboration between stakeholders to enhance understanding of the critical role CCS plays in global decarbonization efforts and accelerate the deployment of new CCS projects around the world.

Learn more at [ccsknowledge.com](http://ccsknowledge.com)

## WHO YOU ARE

### Contracts & Corporate Governance Advisor

The Contracts & Corporate Governance Advisor plays a critical role in supporting the Chief Financial Officer/VP, Corporate Services in managing the lifecycle of contracts and developing and assisting with corporate governance within the organization. The role involves developing, reviewing, and negotiating contracts with vendors and customers, advising internal stakeholders, providing contract governance and ensuring compliance with legal requirements and company policies. Additionally, the Advisor will play a supporting role in guiding organizations on best practices, regulations, and strategies related to corporate governance.

## RESPONSIBILITIES

- Develop, prepare, revise, and support the execution of contracts while adhering to company policies and regulations.
- Develop and implement contract governance policies and processes for creating, approving, executing, and renewing contracts, while maintaining compliance with governance.
- Negotiate and/or support the negotiations of contracts with vendors and customers, working collaboratively with internal teams to ensure that all contracts meet the organization's needs and goals under the organization's risk profile.
- Manage the change, renewal and termination process for contracts, ensuring timely and effective resolution of any issues.
- Assist departments in interpretation of contracts and other contract matters, as required.
- Seek opportunities to improve in contract management practices.
- Develop and/or maintain a contract repository that is organized and accessible to relevant stakeholders.
- Identify, assess and mitigate contract risks and provide solutions to issues that may arise.
- Develop and/or support the development and management of corporate governance policies and processes.
- Provide support on matters relating to the board of directors and senior management, including with respect to board meetings and corporate governance matters.
- Collaborating with other functions and stakeholders with respect to board meeting preparation and logistics, corporate governance and corporate matters.
- Communicating effectively with management team, Board members and other internal and external stakeholders.
- Preparing documents relating to governance actions.
- Other duties as assigned.

## QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES

- Bachelor's degree in Business Administration or a related field.
- 5+ years of experience in contract management, procurement, or legal services.
- Experience with contract and corporate governance processes and policies.
- Knowledge of contract law and regulations.
- Strong negotiation and communication skills.
- Excellent organizational and project management skills.
- Ability to work collaboratively with other departments and stakeholders.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Proficiency in a Microsoft O365.
- Ability to work independently and exercise discretion and judgment in handling confidential information.

A suitable combination of relevant education and experience may also be considered

We thank all applicants for their interest in this position. Please note that we will only be in contact with those individuals selected to move forward through the application process.