



NUCLEAR WASTE MANAGEMENT ORGANIZATION  
SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

The **Nuclear Waste Management Organization (NWMO)** is responsible for the long-term management of used nuclear fuel produced in Canada. Join our growing team of professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future. We are now offering a challenging position at our Toronto headquarters.

## **Manager, Social Research**

Reporting to the Director of Social Research and Dialogue, the Manager, Social Research, will plan, lead and oversee the day-to-day activities of external consultants which have been contracted to support NWMO engagement and assessment activities with non-Aboriginal communities involved in the NWMO site selection process.

The Manager will also be responsible for planning, overseeing and supporting NWMO staff and in-office program activities which support community involvement in the site selection process.

These responsibilities include:

- Leading day-to-day interface with NWMO field staff and engagement contractors involved in engagement activities, including trouble shooting, problem solving and adapting plans.
- Managing contractors against milestones, progress reports, quality assurance review and budget forecasting and tracking.
- Leading and overseeing NWMO staff in the management of Resource Programs, learn more funding programs and reporting.
- Overseeing the tracking of overall engagement program, engagement activities, implementation of Staketracker and other engagement related records, preparation of periodic reports as well as summaries of "What We Heard" related to various themes and streams of work.

Over the course of leading, managing and overseeing work, the Manager will be required to:

- Supervise staff.
- Plan, organize, assign and check the work of staff.
- Provide leadership, direction and instruction.
- Provide training and development opportunities for employees to enhance and develop their skills.
- Make effective recommendations on human resources matters.
- Provide clear expectations and performance measures, meaningful feedback and recognize and reward achievements.

**Qualifications:**

The successful candidate will possess:

- A Master's degree in social sciences, such as political science, sociology, geography or environmental studies to acquire knowledge of public engagement and planning.
- 10 years or more of experience in conducting public engagement related to project licensing and/or implementation, particularly of resource development projects.
- Experience supervising professional staff.
- Extensive project management skills for large engagement initiatives involving multiple contracts and contractors, program costing, budgeting, performance tracking and record keeping.
- Proven analysis and writing skills including the interpretation of engagement outcomes and strategic responses.
- Strong organizational and communication skills, detailed oriented.
- You must be eligible to work in Canada and must be able to meet security clearance requirements.

**Salaries and Benefits:**

The NWMO offers competitive base salaries and health care benefits package.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity.

The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application quoting the Job Title via e-mail to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca) or via mail to: NWMO, Attn: Janet David, 22 St. Clair Avenue East, 6<sup>th</sup> Floor, Toronto, Ontario, M4T 2S3.