



The ***Nuclear Waste Management Organization (NWMO)*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other 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.

### **Quality Assurance Engineer**

The Quality Assurance Engineer is responsible for supporting the quality engineering requirements of the NWMO. Utilizing quality engineering tools and techniques such as quality plans and manufacturing, inspection and test plans, the Quality Assurance Engineer will focus on controls, assurance and preventative measures to minimize variation and ensure process performance and product and service excellence. The Quality Assurance Engineer will also have knowledge of quality improvement techniques and skills necessary to acquire and analyze a variety of data, evaluate and determine quality control deficiencies, determine root causes and identify corrective and preventative actions to achieve improvements.

#### **General Accountabilities:**

- Work with Project Leads and Engineers to identify, assess and review procurement process documents including: RFP; responses to RFP; quality plans; and manufacturing, inspection and tests plans (MITPs), to confirm quality assurance and quality control requirements are incorporated and appropriate for the procured services or products.
- Acquire and analyze data, evaluate organizational and operational risks, and determine quality control deficiencies and identify improvements. Provide Manager with assessments, evaluations and recommendations regarding the quality control activities within the Company that impact internal governing documents.
- Develop, manage and track metrics to identify opportunities for improvement across multiple and diverse processes such as procurement, design engineering, safety assessment, manufacturing and construction.
- Develop, monitor, analyze, and evaluate product performance to ensure that quality, reliability and regulatory standards and community (customer) needs are met, and assist with product improvement development and increase product value by improving functionality, quality and/or reducing cost.
- Prepare reports to identify business processes, or parts thereof, which are weak or deficient. Use analyses and critical thinking, frame issues and develop recommended solutions and actions to improve the processes or resulting product outputs.

- Participate in the development and implementation of a risk-based methodology used to identify and assess risk exposures related to the NWMO business environment. Identify and prioritize audit engagements and the allocation of appropriate resources.
- Develop a network and liaise with key representatives in NWMO and the industry on an ongoing basis regarding assessments/audits relative to plans, objectives and results of the audit work. Work closely with third party provider and NWMO representatives to review background information and other documentation to support assessments/audits.
- Assess the adequacy of an operations internal control systems and processes, acquire and analyze data, evaluate organizational and operational risks, and determine control deficiencies and impact. Provide Manager with assessments and recommendations concerning the quality control activities within the Corporation, as well as other suggestions, resulting from assessments/audits that have a bearing on internal quality control policies or procedures.
- Lead or participate in, special studies and assignments resulting from Quality Assurance/Quality Control (QA/QC) risks, evaluations, assessments, audits and monitoring, and make recommendations as appropriate. Evaluate risks and impacts arising from changes to company governance requirements, contracting requirements and compare those assertions to established criteria.
- Assess the corporate risk inherent with QA exceptions to established governance or modify governance and advise management accordingly. Contribute to the development of functional advice to various managers in the procurement, engineering, safety assessment, manufacturing and construction departments on QA risks, controls and procedures.
- Perform testing, technical or statistical analysis or evaluations of QA controls, in support of investigation, evaluation, assessment or audit activities. Work with suppliers to persuade them to change product specifications and manufacturing processes to meet quality assurance, quality control and audit requirements.
- Participate in information gathering and analysis activities for QA assessments and/or audits. Liaise with management on the planned assessment or audit in such areas as timing, area of coverage, identified issues, concerns, etc. Prepare a comprehensive set of working papers, including electronic files, to document the audit coverage and support the audit findings and the audit conclusion. Review audit working papers assuring quality, adherence to recognized industry standards such as the Institute of Internal Auditors and others, accuracy and completeness, prior to finalization of the audit. Ensure that audits are completed in a timely manner and within budget.
- Perform or assist in special studies relating to development or enhancement of departmental administrative practices and procedures.
- Undertake, as assigned, special studies and assignments on a broad range of issues relating from the QA and operational risk assessments, audits and continuous monitoring for management and make recommendations as appropriate. Special requests may include evaluating risks and impact arising from changes to company governance requirements, evaluating information about third party administrators' contract, comparing those assertions to established criteria and other assignments requiring specialized QA operational audit skills.
- Assist in the development of departmental QA Audit, Integrated Audit Program, Fraud Assessment and Continuous Monitoring procedures which are consistent with departmental, IIA and CSA or ASQ auditing standards. Identify new developments in the field of management system auditing, especially QA auditing and continuous monitoring programs, which have applicability within the department.

- Collaborate and cooperate with other team members in the drafting of audit procedures for audit templates. Assess the corporate risk inherent with QA audit exceptions to established governance or modify governance and advise management accordingly. Contribute to the provision of functional advice to various managers in the audit department on QA risks, controls and procedures.
- Perform audit analytics and testing of QA application controls in support of Integrated Audits and investigation or assessment activities.

### **Qualifications:**

- 4 year University education in engineering or by having the equivalent level of education
- A strong knowledge of engineering to monitor, assess and review proposals, manufacturing processes, quality plans and inspection and test plans.
- A good understanding of quality assurance and quality control, accounting, auditing and business to establish and improve the quality assurance processes.
- Excellent oral and written English to concisely and effectively communicate deficiencies, audit requirement and improvements.
- Requires experience in quality control and QA to develop, review & assess QA plans and manufacturing, inspection and test plans.
- Requires experience in procurement, design engineering & safety assessments
- Requires experience in accounting & auditing and a sound understanding of processes and documentation to facilitate cyclical audit activities associated with end to end process audits
- Over 8 years and up to and including 10 years is considered necessary to gain this experience.
- An ASQ Certified Quality Engineer designation would be considered a definite asset.

You must be eligible to work in Canada and must be able to meet security clearance requirements.

We offer competitive base salary and comprehensive 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 in a way that is respectful of the dignity and independence of people 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 via e-mail quoting **Quality Assurance Engineer**, to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca).