

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.

Human Resources Manager (Labour Relations & Health & Safety)

We are currently seeking an experienced Human Resources Manager, with specialized expertise in Health and Safety and Labour Relations, to join our dynamic Human Resources team, based at our Toronto headquarters. Reporting to the Director, Human Resources & Labour Relations, the HR Manager is a key strategic business partner providing HR/LR support to internal clients across different business units within the organization. With a strong focus on Federal (CLC) Health and Safety compliance, industry standards and Labour Relations management, the HR Manager will work as part of a team to operationalize NWMO's performance objectives by providing, maintaining and implementing, Human Resource / Labour Relations strategies, programs and policies that align with NWMO's vision, mission and values.

Responsibilities:

1. Provides front line support and guidance to managers and staff of all levels on employment matters such as conflict resolution, workplace investigation, performance management, and organizational change.
2. Promotes a Safety Culture by ensuring relevant policies and procedures are developed, reviewed, implemented effectively and adhered to by all staff, contractors and visitors of the NWMO and encourage timely reporting, hazard / risk assessment and follow up actions, necessary to ensure a safe work environment at all times.
3. Provides guidance and assistance to managers and employees on collective agreement matters. Acts as the primary liaison with union representatives, to maintain an environment conducive to open and positive discussion on issues that require interpretation and / or resolution. Supports and senior management in the collective bargaining process and manages grievances, joint committee meetings, follow up actions, reporting and maintaining detailed records and notes on collective agreement interpretation and other labour relations matters.
4. Manages and supports hiring managers in the full cycle recruitment process, ensuring internal and external job postings and hiring processes meet NWMO's and union requirements and standards. Responsible for the on-boarding of new hires and maintaining education and qualification verification documents.
5. Ensuring compensation and benefits remain competitive, relative to the external marketplace and are administered and applied consistently and accurately across the organization to

meet all regulatory and internal obligations such as Job Evaluation, Federal Pay Equity and Pension.

6. Ensures policies and procedures related to training and development are in place and that training and development requirements, deemed necessary to demonstrate individual competence in specific roles, are recorded and maintained in accordance with required industry standards (ie, ISO, CNSA, CSAO).
7. Ensures all HR practices are consistent with and reviewed regularly against employment equity initiatives and regulatory requirements.
8. Promotes organizational health and wellness by developing and maintaining a variety of holistic programs designed to optimize healthy living and work productivity.
9. Contributes to decisions related to organizational design and development by ensuring organizational units are structured effectively to execute their work and are compliant with collective agreement requirements.
10. Performs other related duties as required.

Qualifications:

- Bachelor's degree in Human Resources, Labour Relations and/or a related field of study.
- CHRP designation required.
- Minimum 10 years progressive human resources experience with a minimum of 5 years acting as a key labour relations representative in a unionized environment.
- Experience working in the energy sector or other highly regulated industry, an asset
- Generalist HR experience providing a full range of services with emphasis on labour relations (interpreting collective agreements, managing grievances and preparing for collective bargaining and arbitration) labour/employment legislation, health and safety
- Outstanding communication and interpersonal skills.
- Excellent planning and organizational skills.
- Excellent problem solving and negotiation skills
- Ability to influence others at all levels of the organization.
- Ability to work as part of a multi-disciplinary team.
- Effective project management skills.
- Strong business writing skills.
- Outstanding attention to detail.
- Knowledge of Federal Employment Legislation
- Group facilitation skills.
- Familiar with HRIS or other HR related technology systems.

We offer competitive base salary 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 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 quoting **Human Resources Manager (Labour Relations & Health & Safety)** in the subject line via e-mail to: Employment@nwmo.ca