

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.

Manager, Engagement Coordination

We are currently seeking an experienced project manager to join our energetic and fast-paced Site Selection team based at our Toronto headquarters. Reporting to the Director, Engagement Coordination, the Manager, Engagement Coordination is responsible for the management of approved resources and funding programs and project controls of site selection activities and deadlines.

Responsibilities:

1. Manage project controls and contract administration (funding programs):
 - Manage approved resources and funding programs for site selection (municipal, Indigenous, building relationships), make recommendations for processing, approvals and maintain records as required.
 - Manage the resource and funding programs of a value in excess of \$10 million by forecasting spend and that commitments are appropriate and validated.
 - Establish performance measures and metrics for projects and develops processes to collect and manage the required data.
 - Ensure project schedule target dates are maintained and effectively communicated for cost control and schedule progress.
 - Manage project requirements with finance, procurement and legal (processes, procedures, record keeping).
 - Work collaboratively with internal Project Controls team to ensure alignment of corporate objectives.
2. Participate in documentation review and preparation for Board Siting Committee and Advisory Council meetings, including site selection updates and materials on strategic directions and decisions. Prepare materials for executive and the Board.
3. Oversee and manage project risk assessments and the risk register.

4. Lead planning and agenda development for various site selection steering committees and working groups, including preparing minutes of meetings for executive level review.
5. Provide direction to departmental staff, establish clear roles and responsibilities and annual performance objectives as well as provide regular performance feedback, coaching and training.
6. Participate in siting project management and decision making with senior management. Respond to concerns around schedule or budget that could impact corporate objectives.
7. Initiate review of governance and QA activities associated with site selection and engagement. This includes reviews and reissue of documents as needed for audits and other management system activities.
8. Establish short and long term business plans and strategies to meet organizational and departmental objectives. Develop and manage departmental budget.
9. Liaise with NWMO Finance and Business Planning & Cost Management to ensure APM business plans, activities and budgets are accurately captured and reflected in financial budgets and business plans.
10. Ensure employee health and safety, supporting a strong safety culture and ensuring employee activities meet or exceed the health, safety and environment requirements as outlined in NWMO policies, procedures and standards.
11. Act as a delegate to the Director when required.
12. Manage escalated issues with community leaders on resources and funding programs. Upon request, may provide financial support to communities directly.
13. Perform other duties as required.

Qualifications:

- A university degree in a relevant discipline such as business, finance, public administration or engineering.
- PMP designation would be an asset.
- More than 12 years' experience in related positions.
- Excellent planning and organizational skills including a track record of managing multiple deadlines.
- Sound knowledge of professional project management practices.
- Demonstrated knowledge, skills and ability to manage personnel and helping to create a strong safety culture.
- In depth understanding of both technical and social aspects of Adaptive Phased Management site selection process, assessments and decision-making an asset.
- Hands on experience managing business plans and budgets.
- Experience in supporting committees with agendas and actions tracking.
- Demonstrated communication (written & verbal) and relationship building skills that positions the candidate to be part of engagement team, working effectively with communities and building sustained partnerships.

- Demonstrated confidence and experience gained through working with executives at senior level and participating in senior management meetings.
- Ability to influence others at all levels of the organization.
- Must be eligible to work in Canada and must be able to meet security clearance requirements.

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 **Manager, Engagement Coordination** in the subject line via e-mail to: Employment@nwmo.ca