



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, Indigenous Engagement (5 Year Fixed Term)

We are in search of a talented professional based at our Toronto headquarters with extensive experience in Indigenous affairs, project management and public engagement. Reporting to the Director, Indigenous Engagement, the Manager, Indigenous Engagement is responsible for overseeing the implementation of the indigenous engagement programs in siting communities. This includes providing in-office engagement support and coordination, funding agreements oversight, budget management, engagement and consultation records and quality management.

Responsibilities:

1. Oversee the implementation of the Indigenous engagement program with Indigenous communities and organizations involved in the site selection process. Ensure effective and seamless communication between head office and field staff responsible for engagement activities.
2. Lead day to day interface with field staff to ensure engagement activities are conducted in a coordinated manner and potential issues and challenges are readily identified and addressed, consistent with NWMO strategic engagement objectives.
3. Maintain relationships with Indigenous and key community stakeholders and deliver presentations, information sessions and workshops to build and advance NWMO's objectives.
4. Participate in strategic planning activities and provide input into business and operational plans. Establish short and long term business plans and strategies to meet organizational and departmental objectives. Develop and manage departmental budget.

5. Oversee the development of learning and partnership funding agreements with Indigenous communities, including monitoring progress and establishing controls to ensure terms and conditions are met.
6. Oversee Indigenous engagement and consultation records management and ensure records are consistent and logged in a timely manner.
7. Ensure engagement activities comply with NWMO engagement procedure and quality management system.
8. Support initiatives related to engagement programs with national, provincial and treaty organizations.
9. Provide direction to departmental staff, establish clear roles and responsibilities and annual performance objectives, as well as provide regular performance feedback, coaching and training.
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. Advise the team of changes to legislation, boundaries, treaty areas, land use and other information relevant to Indigenous communities engaged in siting areas and ensure these are shared with relevant parties and maintained for future access and decision making.
12. Maintain current knowledge of activities and relationships in all areas of NWMO's engagement program.
13. Develop materials, reports and presentations for Board, Committee and Advisory Council meetings. Provide content and input into NWMO's annual report; assist with the preparation of the annual report for Natural Resources Canada.
14. Performs other duties as required.

Qualifications:

- University degree in an appropriate discipline.
- Over 10 years of work experience in which to have acquired a broad set of business and administrative skills and to have developed strong public speaking and relationship building skills.
- Extensive knowledge of Indigenous affairs, governance structures, community development and public engagement.
- Strong strategic planning and budgeting skills required.
- Strong communication skills (written and verbal).
- Broad experience in community engagement and development of funding and learning agreements.

- Able to travel occasionally within Ontario.

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 via e-mail by October 14, 2018 quoting **Manager, Indigenous Engagement** to: Employment@nwmo.ca