



NUCLEAR WASTE MANAGEMENT ORGANIZATION
SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

The **Nuclear Waste Management Organization** 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.

IT Director

We are currently seeking an IT Director to join our IT team. Reporting to the Chief Risk Officer & Vice President Strategic Initiatives, the IT Director will be accountable for the oversight of all technology operations and the evaluation of the operations according to established NWMO strategic goals and objectives. The IT Director will identify and make recommendations for upgrades, configurations or new systems and be responsible the development of information technology policies and systems to support the implementation of strategies set by the company. In addition, the incumbent will be responsible for analyzing the business requirements of all departments to determine their technology needs and assessing them.

Responsibilities:

1. Manage the overall technology operations and evaluate them according to established NWMO strategic goals and objectives.
2. Manage and assess the business requirements of the NWMO to determine technological needs, anticipate future needs and identify proactive solutions.
3. Develop and maintain information technology policies, procedures, standards and systems to support the implementation of strategies, as set by the company. In addition, develop risk, quality, security and compliance processes to ensure the IT program is robust, risk free and properly managed within our governance system.
4. Inspect the use of technological equipment and software to ensure functionality and efficiency are sufficient to meet company needs.
5. Establish and build relationships with vendors to create effective contracts for the purchase of efficient, cost effective technological equipment and software and other IT-related services.
6. Oversee the management of the company's telephone system and associated equipment and manage all company-wide upgrade efforts.
7. Establish short and long term business plans and strategies to meet company and departmental objectives.
8. Manage and control the Information Technology department budget and report on expenditures.
9. Develop and maintain disaster recovery strategies and continuity plans to ensure the overall security of the IT management program is secure and sustainable.

10. Provide direction and guidance to departmental staff, establish clear roles and responsibilities and annual performance objectives as well as provide regular performance feedback, coaching and training.
11. 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 the NWMO policies, procedures and standards.
12. Perform other duties as required.

Qualifications & Experience:

- Bachelor of Science (BSc)/ Bachelor of Arts (BA) in computer science, engineering or relevant field.
- Certifications or information technology designations would be preferred such as Microsoft certification or others. Masters of Science (MSc)/Masters of Arts (MA) would be an asset.
- More than 10 years of relevant leadership and subject matter expert experience in carrying out and managing the information technology requirements of the organization.
- Experience and knowledge working with ERP systems, applications, products and databases.
- Strong working knowledge of operations, administration, management and maintenance of overall IT functions.
- Experience in analysis, implementation and evaluation of IT systems and their specifications.
- Sound knowledge and excellent understanding of computer systems (hardware/software), networks, servers, etc.
- Knowledge with IT database systems such as e.g. Java, SharePoint, Intelex and Team Center etc.
- Experience in managing and controlling information technology budget.
- Excellent organizational and leadership skills.
- Experience in managing information technology staff and building strong relationships.
- Outstanding oral and written communications and presentation skills.

This position primarily works from the Toronto NWMO office, however, may require some travel to assess IT needs in remote areas of the organization.

We offer a competitive base salary and Health and Dental benefits. You must be eligible to work in Canada and must be able to meet security clearance requirements.

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 by quoting **IT Director** in the subject line via e-mail to: Employment@nwmo.ca by **April 10, 2019**.