The ***Nuclear Waste Management Organization (NWMO)*** is responsible for the safe, long-term management of used nuclear fuel produced 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.

**PROJECT PLANNER**
**(Temporary 10 months)**

We are currently seeking a Temporary Project Planner to join our Project Management Office based at our Toronto headquarters.

Reporting to the Project Controls Manager, the incumbent will provide project management and control activities to the internal project team and their vendor(s), to support the delivery of successful project outcomes. Key duties include: performing project planning, controlling, and oversight activities and assisting in the development of the Work Breakdown Structure (WBS) element structure and scope; preparing and updating project schedules and developing and updating project management and controls standards, procedures, and instructions; participating in the development and maintenance of project and program life-cycle cost estimates; monitoring, analyzing and reporting on cost and schedule performance and making recommendations to resolve planning and control problems and improve project delivery.

**Responsibilities:**

- Develop, in conjunction with the project team, Work Breakdown Structure (WBS), element structure and scope. Participate in the assembly of project definition, scope, organization and WBS data, etc. for the purpose of developing the project execution plan.
- Assemble project estimates utilizing the WBS and best available source information. Participate in the development and maintenance of project and program life-cycle cost estimates ensuring cost flows align with approved schedules. Generate cost and schedule alternatives to facilitate senior management decisions.
- Prepare and maintain project schedules. Produce integrated master schedule, lower level schedules, detail area schedules, bar charts, resource graphs, etc. incorporating business needs, contractual milestones, project team input and vendor submissions utilizing approved software. Champion schedule updates identifying slippages and opportunities, report any areas of concern.
- Perform project planning, controlling, and oversight activities in support of the delivery of successful project outcomes in accordance with the project management and controls

standards, procedures, and instructions and using various planning-specific software. Ensure compliance to change management governance.

- Develop and update project management and controls standards, procedures, and instructions to reflect industry best practice and lessons. Assist in the development of work processes, policies, procedures, and computer applications to establish cost and schedule data requirements.
- Monitor, analyze and report on cost and schedule performance, identifying deviations from plan and make recommendations to resolve planning and control problems and improve project delivery.
- Provide advice, direction, work assignment and checking to personnel assigned from time to time to assist in projects.
- Prepare inputs to the annual business plan and forecasts throughout the year reflecting project plans. Provide ongoing maintenance and update of the project budget and forecasts.
- Prepare cost and schedule input for project business case summary preparation, including integrity checks on data and cost/benefit analysis of competing alternatives.
- Liaise with accounting personnel on a wide variety of cost accounting matters to ensure cost data integrity.
- Perform ongoing analysis of cost and scheduling metrics and identify areas of concern to the Project Controls Manager.
- Facilitate the timely collection, monitoring and reporting of contractors' and the NWMO's monthly, annual and cumulative costs, including variance analysis, cash-flow analysis and forecasting. Communicate with contractors to resolve discrepancies. Maintain open communication channels and ensure cooperation and coordination with disciplines in the project services group and other project personnel.
- Prepare earned value analysis and prepare schedule metrics reports.
- Support project cost management activities including the development of cost baselines, earned value reporting, change management, contingency allocation, and forecasting compliance with project change management process.
- Review contractor submissions, related to project planning and controls, to confirm alignment of contractor deliverables with NWMO expectations and identify deviations to the Project Controls Manager.
- Review the estimating, scheduling and associated planning and control procedures and documents of consultants/contractors to confirm they meet requirements. Recommend improvement(s) where appropriate to the Project Controls Manager.

**Qualifications and Experience:**

- A 4 year university education in a Technical or Business / Finance program with a strong focus on Project Management (or equivalent)
- Knowledge of Project planning, scheduling, estimating, cost management, cost forecasting, risk management and change control management
- A good understanding of various project planning and schedule software
- Over 4 years' experience in project planning, scheduling and forecasting on large construction & engineering projects in the mining or nuclear industry

- Experience in cost accounting to ensure cost data integrity
- Good problem solving skills to resolve project planning controlling and oversight activity concerns
- Excellent interpersonal skills to resolve controversial issues related to project plans, schedules & forecasts
- Strong attention to detail

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

The NWMO offers competitive base salary and comprehensive benefits package.

The NWMO is committed to contribute to reconciliation in all its work by co-creating a shared future built on rights, equity and well-being. As an employment equity employer NWMO actively seeks Indigenous peoples, visible minorities, women, people with disabilities, and additional diverse identities for our workforce. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application quoting **Project Planner** by November 15, 2019 via e-mail to Employment@nwmo.ca