

Job Posting – Project Manager

Role Summary

Due to a promotion, the Canadian Nuclear Association (CNA) is seeking a Project Manager to join our team. The Project Manager (PM) will work with both the Senior Advisor, Strategic Initiatives, and the Senior Advisor, Policy and Research to provide support in their priority areas, which may change over time. Initially, in 2022 the PM will be responsible for organizing the Canadian Nuclear Industry Small Modular Reactor (SMR) Secretariat and Waste Secretariat and managing many aspects of the project in conjunction with the Senior Advisor, Strategic Initiatives. The PM will also provide support to the Policy and Research team, which is envisioned to be involved with the net zero policy work and analyses, along with related policy areas as the year progresses.

Reporting to the Senior Advisor, Strategic Initiatives, the PM manages the Secretariat's internal and external resources to facilitate and coordinate the implementation of the continuing SMR Action Plan (www.smractionplan.ca). The PM works under the SMR Secretariat Executive Committee (the EC) and with staff of the Canadian Nuclear Association (CNA, in Ottawa) and the CANDU Owners Group (COG, in Toronto) to best facilitate implementation of the priority actions of the Action Plan as identified by the EC, within the defined scope and budget constraints, mitigating all issues interfering with this objective.

Overall, the PM is responsible for ensuring that assigned projects are completed safely, on schedule, within budget, and in compliance with the Contract, Company Policies and Procedures. The PM is the main interface with the client on all technical and commercial matters relating to the Project.

In addition, the PM will from time-to-time lead or lend project management expertise to internal staff by assisting in the planning, documentation, preparation, coordination and scheduling of activities for assigned program or project initiatives.

Organizational Purpose

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada and promote the development and growth of nuclear technologies for peaceful purposes. The CNA provides a voice for the nuclear industry in Canada. The primary goal of the association is to earn and sustain a high degree of credibility among key industry stakeholders, Canadians broadly and industry leaders to enable the advancement and growth of the industry.

The CNA's purpose is to lead and focus dialogue with, and among, key stakeholders concerning Canada's nuclear future. Our role is also to be a voice of the industry and to demonstrate member value including drawing upon Members to achieve goals.

The CNA offers a range of services: membership engagement; regulatory affairs; policy development; government relations; and communications, to advance member-relevant interests in the political and public spheres and, programs, members, and external communications to support the association's objectives. Effectively formulating and genuinely communicating the CNA's positions in ways that further dialogue on the relevance and importance of the industry's contribution to Canada are essential to achieving the CNA's vision.

The CNA office is located on unceded territory of the Algonquin Anishinaabe Nation. We extend our respect to all First Nations, Inuit, and Métis peoples for their valuable contributions past and present.

What You Will Do:

As the successful candidate you will:

- Coordinate Secretariat activities using an existing pool of available resources.
- Adhere to the established methodologies for project management, and develop best practices and tools for project execution and management.
- Collaborate with project stakeholders to define the project scope, plans, deliverables, and requirements. Assist in planning project timelines, milestones, deliverables, and micro-deliverables using the appropriate software tools or PM methods.
- Act as the key interface with internal and external customers and stakeholders for project communication.
- Collaborate with team members to scope out potential policy projects, develop detailed policy project plans, conduct research related to the policy issue, and manage the expert advisory bodies.
- Manage the solicitation and acceptance from all internal and external stakeholders to ensure that the project readiness criteria is achieved.
- Draft budgets to determine project feasibility, prevent cost escalation, track all project costs, procure extra funding when necessary, and manage and maintain the Operating Expenditures.
- Participate in company-wide initiatives aimed at overall continuous improvement and ensure that all work is carried out efficiently, effectively, and in accordance with QA Programs and project quality guidelines.

What We Are Looking For:

Your educational background consists of a college diploma or university degree in a business-related field and includes a focus on Project Management. You will have a minimum of 2 to 4 years of Project Management related experience, or an equivalent combination of education, training, and experience. You will have previously managed all aspects of the project life cycle and are familiar or willing to learn the principles of the project management scope, including schedule, cost, quality, resources, stakeholders, and procurement. To expedite your onboarding experience, you will have worked within the energy sector, ideally the nuclear industry, and possess experience working within policy development or research.

You will have demonstrated strong project leadership skills, strategic thinking, and innovative problem-solving skills. You are consistently able to manage multiple competing priorities simultaneously and incorporate strong attention to detail within all of your tasks. As a team player, you will work productively and seamlessly across multi-functional teams. This fast-paced environment requires a candidate who can navigate ambiguous situations, anticipate, identify and eliminate any possible roadblocks, and know when to escalate to push a project forward.

Qualifications:

- Effective verbal and written communication skills
- Proven ability to collaborate, build, maintain, and manage lasting relationships with internal and external stakeholders both nationally and internationally using diplomacy and professionalism.
- Excellent analytical and presentation skills, with the ability to assimilate, analyze, and present data-driven information quickly and accurately
- Proficiency with Microsoft Office and Scheduling Software (e.g. MS Outlook, Excel, Word Primavera, MS Project)
- Experience in developing and managing budgets
- Proven ability to manage projects in parallel and interaction with other team projects, and the ability to deliver high-quality results within the desired timeline
- Previous success in project delivery and execution of project management methods
- The ability to facilitate meetings, feedback sessions, and briefings

We Consider the Following to be Assets:

- Knowledge of the nuclear industry, including its stakeholders, operations, and maintenance
- Previous experience working with nuclear utilities or supply chain
- Experience with government policy development

Location:

Our preference is for the candidate to be located in Ottawa or Toronto; however, we are open to discussing the option to work remotely. Our office is shared with the Canadian Electricity Association (CEA) at 275 Slater St. The office is temporarily on restricted access due to COVID-19 and we're following public health guidelines to prepare for returning to the office. Our team is working mostly from home until such time when the office officially reopens. To ensure the health and safety of the CEA/CNA offices, there is a mandatory vaccine policy in effect.

To Apply:

If this opportunity intrigues you and relates to your experience, then we want to hear from you. Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you, and your career at this time. If you have questions in advance, please reach out and we'll set up a call as you may have questions that we would be glad to answer.

The CNA is committed to providing an inclusive and barrier-free recruitment process and work environment. We are an equal opportunity employer, and we are seeking qualified applications from employment equity groups including but not limited to Indigenous peoples, women, people of colour, people with disabilities, and members of LGBTQ+ communities such as queer, transgender, non-binary, and gender-variant individuals.

You must be legally allowed to work in Canada in order to be eligible for this position. Please note that all applications will be acknowledged. Those selected for an interview will be contacted directly. The posting will remain active on our website until our search process is complete. We anticipate 1st round of interviews to begin the week of February 7, 2022.

Please contact us in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity. Please submit your cover letter and résumé using our [online portal](#). For any questions or to request an accommodation, please [contact us](#).