



As Canada's premier nuclear science and technology (S&T) organization Canadian Nuclear Laboratories (CNL) serves the nation as an enabler of business innovation and technology transfer. And, we foster the development of highly-qualified people for the knowledge economy to come.

The Whiteshell Closure Project (WCP) is an initiative under Canadian Nuclear Laboratories whose focus is to decommission the site. The Project mandate encompasses the entire Whiteshell Laboratories (WL) Site, including nuclear equipment and systems, buildings and plant infrastructure, services, waste management facilities and affected lands. The Project scope includes all elements necessary to complete by 2024, a major remediation project on a licensed nuclear site, including strategic planning, resourcing, project annual budgeting and planning, nuclear facility operation, nuclear facility decommissioning, remediation of affected lands, environmental monitoring, site services, application of nuclear programs and business services as required.

Project Professional

INTRO

The Project Professional will lead the development of Work Instruction Packages (WIPS) for several of the projects within the Departments portfolio, act as Engineering Representative within our Engineering Change Control (ECC) process, and support overall project management activity within the department (portfolio schedule development and maintenance).

The position would report directly to the Manager, Waste Management Area Decommissioning.

DUTIES

- Provide administrative information and assistance in improving and implementing processes Preparation of Work Plans for assigned work packages in facilities being decommissioned at WL. This includes scoping out the work, writing the draft work plan, and coordinating all related assessment and review processes to produce a completed Work Plan issued for use and all required supporting documentation.
- Preparation of Work Instruction Packages (WIPS). This includes scoping out the work, writing the draft work plan, and coordinating all related assessment and review processes to produce a completed Work Plan issued for use and all required supporting documentation
- Coordinate the completion of all pre-execution tasks to ensure all necessary materials, resources, information and approvals are in place at the appropriate time to ensure a successful execution of the WIP.
- Coordinate execution of the WIP. This includes working with both CNL staff and external contractors, as needed, to ensure work crews are properly prepared and equipped to perform their assigned tasks in a timely manner.

- Coordinate the completion of all required work verification processes and documentation as the work proceeds and is completed.
- Maintain and/or prepare concise and clear work plans, work logs, progress reports, work verification reports and end-state reports.
- Provide input in Project Team planning exercises, and Project status and information updates for stakeholders and customers.
- Take on special assignments when required.

QUALIFICATIONS

- A two-year Technical or University diploma/degree, plus 4 or more years of relevant experience (planning, coordination of work activities, technical writing).
- Strong technical writing ability.
- Strong planning and organizational skills.
- Highly skilled in Microsoft Office suite of programs (Word, Excel, PowerPoint).
- Ability to coordinate preparation of work package cost, schedule and work breakdown estimates.
- Effective problem solver with a results-oriented approach.
- Excellent communicator, especially in-person. Able to communicate work objectives, issues and coordination of team resources for optimal execution of work plans.
- An understanding of Project Management Institute (PMI) project management methodologies would be an asset.

Visit our website at www.cnl.ca/positive for more information or to apply

CNL has an Employment Equity Program and encourages applications from women, Aboriginal Peoples, visible minorities and persons with disabilities.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.