

Are you looking for a role that will challenge you?

Would you like to make a difference in the Environment?

If you answered yes, our Whiteshell Laboratories (WL) site located near **Pinawa, Manitoba** is looking for a **Sample Management Office (SMO) Lead**. Do you like to be in a role where you will be responsible and accountable for assisting the Manager, Waste Management and Transport with the direct day-to-day leadership of the Sample Management Office. The Lead is responsible for supporting and directing a department that supports various sample campaigns on site and ensures analytical services to both compliance programs and project delivery are delivered in a timely and accurate manner in order to maintain compliance and to support decommissioning activities. Does this peek your interest? If you answered yes, then this may be the job for you!

What will you be doing?

- Managing all aspects of the SMO staff including Officers and Assistants and any further roles that may be assigned to the SMO.
- Overseeing of all work undertaken in the SMO from Sample receipt to sample dispatch and onward reporting of final reports and results to the clients of the SMO.
- Administration of the contract management and oversight of service provision from external laboratories to ensure the correct analytical services can be provided and that the CNL quality assurance requirements are met including the auditing of any contracted laboratories.
- Effectively communicating to the SMO team for the assignment of duties and the expectations of each staff member.
- Ensuring professional communications with other departments within CNL and also with external contracted laboratories and any new service providers CNL WL may need to engage for sample analyses for forthcoming projects.
- Providing clear communications to the clients of the SMO regarding how, what and why the samples need to be taken and presented back to the SMO for dispatch. Presenting the timescales and turnaround times for the sample analysis results and onward reporting.
- Keeping a clear line of communication open to highlight any problems or delays that may be encountered.
- Working with the CNL procurement team to establish contracts with external laboratories that address the company's analytical requirements.
- Maintaining, tracking and reporting all financial aspects of the laboratory services including cost forecasts, procurement invoices, accruals and actual costs billed to the projects/ departments requesting the sampling.
- Providing accurate reports to clients following the return of sample results and data from the labs within an agreed timescale.
- Maintaining the SMO procedures and ensures they are kept in line with legislative updates, providing necessary briefing and training to those who use the procedures within the SMO and outside of the SMO.
- Interacting with various Subject Matter Experts (SMEs), both internal and external to CNL including Environmental Specialists, Occupational Health and Safety (OSH) staff, Radiation Protection Staff, RAM Shipping, Storekeeping and Transportation staff.
- Other duties as assigned by management.

What we are looking for:

Someone who had the ability to:

- The incumbent must also have effective leadership, managerial and administrative skills with a demonstrated ability to work well within a multi-disciplinary team.
- Excellent written communication, planning and prioritization skills with a strong attention to detail.
- Excellent oral communication skills with an ability to develop strong professional relationships.
- Strong computer literacy skills, including the use of spreadsheets, databases, and word processing software.
- Rapid-switch-tasking capability, good time-management skills, excellent interpersonal skills and strong organization skills in order to accommodate the needs of several tasks or customers concurrently.
- The incumbent must be well organized, with the ability to meet strict deadlines.
- Analytical and process oriented, with the ability to critically think in ambiguous situations.
- Knowledge of sampling methods, preservation requirements, and analytical techniques is desirable.
- Familiarity with project management and a good knowledge of the WL site is an asset.
- Experience with performance development and evaluation of employees is an asset.
- The ability to work in a respirator may be required at times in the future as decommissioning occurs and sampling campaigns may need assistance with novel sampling methods.

Experience

- Minimum of three (3) to five (5) years' experience in a role related to chemical analyses, environmental science, nuclear physics, quality control, or related field.
- Three (3) years' experience in a sample management office, laboratory analysis, or other logistics experience.
- Contract management experience with specialized and highly regulated, national and international suppliers, including export license requirements is an asset.

Education

- Bachelor of Science from a university of recognized standing or a technology diploma in a relevant physical/chemical science field or equivalent experience.
- The SMO Lead is a group 2 or higher designated employee in order to receive or handle radioactive samples.

Security Eligibility Requirement

- Level 2 Secret which has a minimum requirement of 7 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom. CNL implements security screening in accordance with the Treasury Board of Canada Secretariat "Standard on Security Screening" and the "Policy on Government Security".

Working Conditions:

- Work collaboratively with all departments including SMO, Waste Management (WM), internal labs, and field work teams to promote, foster and advance a collaborative and unified work unit.
- The role requires efficient and thoughtful execution of assigned work while planning, leading, organizing and assigning work to the SMO team. This position requires the ability to mentor and support all levels of the SMO staff.
- The incumbent must be helpful and cooperative in participating in planning discussions, recommending and selecting appropriate tests, answering questions, and willing to check work/results whenever they are questioned with a positive attitude and demeanor.
- As this is a working position, it requires the ability to work in an office, laboratory, radiological laboratory, or field environment.
- The incumbent may be requested to oversee/ help with the sample handling and packaging activities; sampling activities in the field (e.g. collection of fish, animals, vegetation, soil, sediment, and water samples), and must be prepared, trained, and able to recognize and work with a variety of hazardous materials.
- Must be able to work effectively in a team environment under minimal supervision.

Why CNL?

Does working with a team across Canada to advance nuclear science and technology for a clean and secure world speak to you? We're reinventing ourselves to be the pace setters, so we can lead the charge in solving the problems that matter, like building the next generation of clean nuclear and hydrogen energy solutions, developing new and better-targeted cancer treatments, and continuing to lead the world in environmental remediation.

- Compressed work week! You get to work hard and enjoy more time with your family and friends. Work-life balance is an integral part of our overall health and well-being; at CNL, we value this.
- We offer a complete total rewards package:
 - o paid time off (vacation, sick, floater & personal days);
 - o benefits effective day one, that's right no waiting period;
 - o tuition support;
 - o and a pension!

Do Our Priorities Resonate with You?

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

CNL's Whiteshell is located in the beautiful and historic municipality of **Pinawa, Manitoba**, approximately one hour by vehicle from Winnipeg, MB. Pinawa is an excellent choice for people looking for peace and tranquillity and those who love the outdoors.

CNL is committed to providing an atmosphere free from barriers that promotes equity, diversity and inclusion in achieving our mission.

CNL welcomes and celebrates employees, stakeholders and partners of all racial, cultural, and ethnic identities.

CNL also supports a workplace environment and a corporate culture that is built on our Core Values: Respect, Teamwork, Accountability, Safety, Integrity and Excellence which encourage equitable employment practices and career prospects inclusive of accommodations for all employees.

CNL is committed to being an equal-opportunity employer. If you require accommodation measures during any phase of the hiring process, please indicate via our ATS when applying. All information received in relation to accommodation requests will be kept confidential.

CNL respectfully recognizes and acknowledges that the Whiteshell Laboratories Site is located within the traditional territory of many Indigenous Nations, including those within Treaty 1, 3, and 5, and the homeland of the Red River Métis. CNL is thankful to have the opportunity to work on these traditionally and culturally significant lands and waterways.

To apply for this position please follow the link:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CNLLTD&cws=37&rid=5950>