



NUCLEAR WASTE SOCIÉTÉ DE GESTION  
MANAGEMENT DES DÉCHETS  
ORGANIZATION NUCLÉAIRES

The ***Nuclear Waste Management Organization (NWMO)*** 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.

### **Board Secretary**

Reporting to the Vice President & General Counsel, the Board Secretary supports the Board of Directors (the “Board”) and the Advisory Council (“AC”) and plays a leading role in the governance operations of the NWMO. The Board Secretary is an Officer of the NWMO. The Board Secretary plans and participates in meetings of the Board and AC and also provides coordination and corporate services support for Board, AC, the President and the Executive Committee.

#### **Key Responsibilities:**

- Ensures effective governance and the board secretarial process is followed at all Board and AC meetings and ensures that accurate documentation exists to meet legal requirements and to minute when, how and by whom the Board’s business was conducted. Maintains, secures and archives Board records and files, ensuring all legal and filing requirements are met.
- Schedules, plans and coordinates agendas for meetings of (i) the Board, and the Board committees, in liaison with the President, Board Chair and Chairs of the Board committees; and (ii) the AC, in liaison with the President and Chair of the AC . Attends all Board and AC meetings.
- Directs and oversees meeting logistics and the coordination and delivery of materials via the board portal to the Board, AC and Executive Committee for the meetings of the Board and AC.
- Drafts and responsible for governance policies and practices, submits various reports to the Board and AC, and maintains Board and AC membership records. Assists with drafting of the Board Charter, Board committee Charters, and position descriptions for Officers.
- Manages the governance budget of the Board and AC, reviews and recommends approval of Board and AC expenditures including remuneration and expenses.

- Records minutes and actions of all Board and AC meetings where agenda items include discussion on strategic direction, labour relations, and human resources, operational and confidential matters. Arranges for approval of Board and AC Minutes.
- Plans and arranges orientation sessions for new Directors and new members of the AC. Maintains and coordinates the preparation of orientation binders and Board practices and policies. Arranges Board education courses and training sessions as requested.
- Provides efficient, well organized support directly to the Board and AC members.
- Provides corporate services support and participates in the development of corporate plans, procedures and annual business plans.
- Manages the Board evaluation process.
- Provides governance advice to the President.
- Assists the Vice President and General Counsel with monitoring compliance with Board Charters, By-Laws and the NWMO Membership Agreement.
- Keeps up to date with evolving best practice developments relating to corporate and board secretariat functions and board operations.
- Ensures appropriate transparency of Board documentation where appropriate.
- Performs other duties as required.

### **Qualifications**

- Over 8 years of related experience in a similar role i.e. Board Secretary/Corporate Secretary Department / Law Clerk.
- Corporate Governance experience is required.
- Relevant Corporate Secretarial/Board Committee operational experience is required.
- Experience managing or assisting with the management of Board & Committee processes and working with online portals.
- College diploma required.
- Completion or willingness to complete Governance Professionals of Canada Education Certification Program or similar program an asset.
- Preferable industry experience in a regulated institution.
- Advanced proficiency with Microsoft Office applications (Outlook, Excel, Word, and PowerPoint).
- Experience drafting board Minutes.
- Proven ability to effectively communicate with CEOs, Vice Presidents, Senior Leaders and Board members.
- Some travel maybe required

## Competencies

- Energetic and possesses a positive “can do” attitude.
- Exceptional discretionary acumen when dealing with highly confidential and sensitive issues.
- Excellent written and verbal communication skills.
- Exceptional organizational, time management skills - resourceful with ability to multi-task
- Ability to work under pressure and towards tight deadlines.
- Demonstrate a real sense of urgency in all actions and flexible to daily demands.
- Outstanding attention to detail.
- Effective analytical and problem-solving skills.
- Strong work ethic, self-motivated and ability to work independently with minimal supervision.
- Collaborative and a committed proven team player.
- A quick learner and focused on updating job knowledge by participating in continuing educational opportunities.

## Other:

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

We offer a competitive base salary and health care benefits package.

NWMO currently operates in a **hybrid work model of 3 days in the office** and 2 days working from home. NWMO also has a **vaccination policy in place**.

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**.