



## **Contractor Assurance Specialist (within CAS Program, QA & Transformation Program)**

The QA & Transformation (QA&T) Program will lead and assess LLCC-wide efforts to ensure that N3B's organizational culture (how we do things here), safety culture (our priority on safety) and safety conscious work environment (workers feel free to bring up issues) are in complete alignment. The three critical organizational elements needed to fully align these cultures are Leadership, Engaged Employees and continuous Organizational Learning.

### **Job Summary**

Contractor assurance specialists support the deployment of an integrated set of contractor assurance system (CAS) processes that enable management by fact, continuous learning and improvement across all mission areas, operations and business support, with an overall focus on improving mission delivery.

The QA & Transformation Program will lead and assess LLCC-wide efforts to ensure when N3B's organizational culture (how we do things here), safety culture (our priority on safety) and safety conscious work environment (workers feel free to bring up issues) are in complete alignment. The three critical organizational elements needed to fully align these cultures are Leadership, Engaged Employees and continuous Organizational Learning.

### **Essential Duties/Responsibilities (may include, but are not limited to)**

- While working to achieve N3B LLCC objectives, ensures all activities and operations are performed in a safe and deliberate manner; maintains required safety, security and operational training; assures procedural and regulatory compliance; and makes safety, security and quality an integral part of every task, including taking the necessary steps to stop work if continuing the job is unsafe or compromises security.
- Designs, deploys and operates systems and supporting tools for performance improvement, commitment management, measures, assessments, lessons learned, risk characterization, issues and corrective actions management, and process improvement to enable fact- and data-based executive management decisions
- Provides training to staff and coaching and advice to our management customers.
- Represents management customers, as requested, to present their opinions and direction.
- Facilitates collaboration and coordination to solve complex LLCC performance challenges using CAS.
- Researches, assembles, and/or evaluates information or data regarding industry practices or applicable regulatory changes affecting contractor assurance policies and programs; recommends sound, practical solutions to complex issues.
- Understands CAS related contractual requirements and assists management with implementation.
- Understands and adheres to all LLCC and regulatory requirements specific to contractor assurance.
- Ensures all results, processes, and final products meet quality specifications and are completed according to established requirements including cost, scope, and schedule.
- Fosters a mutually respectful work environment that is free from discrimination and harassment.

## **Minimum Qualifications**

- Complete understanding and knowledge of the full suite of contractor assurance processes and best practices and their integration into a management system.
- Skill and ability to function as an advisor/mentor to N3B Program Managers and Directors in developing and facilitating organizational approaches and priorities for contractor assurance implementation.
- Communication and interpersonal skills necessary to interact constructively with all levels of N3B management, subject matter experts and external agencies.
- Strong analytical skills to perform assessments and identify and evaluate issues and risks that could impede N3B from meeting LLCC objectives and requirements.
- Skill and ability to independently develop and administer schedules and performance requirements, and to integrate them into systems.
- Ability to lead cooperative efforts among line organizations or CAS stakeholders to resolve contractor assurance problems and tailor CAS policies, procedures and implementation activities.
- Level of language skills, mathematical skills, communication skills, reasoning ability and computer skills necessary to perform essential functions of the job.

## **Education and Experience Required**

- Bachelors' degree in appropriate discipline; however, a combination of education and relevant experience wherein the knowledge, skills and abilities to perform the position's duties and responsibilities have been adequately demonstrated is acceptable.
- Understanding of the LLCC goals and objectives
- Demonstrated experience related to essential duties
- Must be a U.S. Citizen
- Must meet the eligibility requirements for a DOE Access Authorization (DOE Q Clearance), if necessary
- The career level of the position will be determined by the years of relevant experience, knowledge, skills, and abilities; after a candidate has been chosen.

## **Working Conditions and Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk or hear. The noise level in the work environment is usually quiet to moderate.

Sedentary Work Category – The employee exerts up to 10 pounds of force occasional and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The employee is frequently required to stand; walk; sit; use hands to handle or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision and distance vision.

This job description reflects managements assignment of essential functions, and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Individuals must be able to perform the essential functions of the job with or without reasonable accommodation.

We are an Equal Opportunity Employee and we do not discriminate based on race, color, religion, national origin, sex, disability or age.