



Contractor Assurance Director

Reporting to the QA & Transformation (QA&T) Program Manager, the Contractor Assurance Director leads LLCC-wide efforts to ensure that N3B's Contractor Assurance (CA) program meets necessary requirements, provides for understanding health of mission delivery, ensures continuous improvement, and supports N3B management with implementation.

Salary range: \$160k-\$180k, depending on qualifications

Job Summary

Guides the development, implementation, and evaluation of CA policies, programs, processes, procedures and applications, contributing to the overall objectives of maintaining an effective assurance program. Mentors, manages and coordinates CA staff.

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

Leadership:

- Works closely with N3B QA & T Program Manager to develop and implement strategies, priorities and plans; proactively identifies and elevates topics of concern
- Hires, leads, and manages the NB3 CA organization of CA professionals to enable and achieve N3B mission objectives, including employee performance evaluations
- Ensures staff are properly trained and qualified to execute responsibilities
- Effectively utilizes staff resources to achieve QA&T and broader N3B objectives
- Leads and provides CA System expertise to achieve full implementation of the N3B CAS Description
- Supports implementation/execution of L&A LLCC subcontract with N3B
 - Provides regular status to L&A Vice President for Mission and other L&A senior managers
 - Develops and presents CA performance for N3B management, EM-LA, and other stakeholders
 - Coordinates and manages L&A 1099 performers in support of LLCC, as necessary
- Fosters a mutually respectful work environment that is free from discrimination and harassment
- Leads subordinate staff to perform at exceptional levels in accordance with L&A Corporate Values

Programmatic:

- Develop and support implementation of the NB3 Contractor Assurance System in compliance with contractual requirements
- Develop and implement highly effective issues management program
- Establish and implement integrated assessment program
- Establish and implement causal analysis program
- Develop, support and implement key performance indicators, metrics, and other indicators (i.e. N3B CAS Dashboard) for understanding N3B mission performance health

- Interface with various stakeholders on CA program and topics, including N3B Program Managers and other organizational staff, EM-LA, EM HQs, other LLCC contractors, vendors and subcontractors
- Interact continuously with N3B managers and personnel to implement responsibilities
- Maintain understanding of LLCC contract requirements and baseline plans.
- Determine and defines project/LLCC-wide assurance and continuous improvement objectives and assignments
- Understands and reports on the health of CA system implementation and develops CA metrics
- Delivers and oversees the NB3 issues management, ORPS, NTS, performance measurement, continuous improvement, lessons learned, enterprise risk management, causal analysis, incident investigation, and other CA program elements
- Supports correction of identified issues
- Acts as the contractor assurance interpretive authority for institutional CAS on behalf of the QA&T Program Manager
- Develops institutional CA training programs and methods of training for effective implementation of CA programs; prepares and trains others as needed.
- Develops and interprets performance indicators and assessment results to guide performance improvement

Minimum Qualifications

- Demonstrated ability to lead and mentor a diverse staff
- Ten years of CA Program Management experience in comparable organization and complex scope
- Complete understanding and knowledge of DOE O 226.1 and EM CA expectations
- Broad expertise and knowledge of environmental remediation and waste management projects.
- Strong communication and interpersonal skills necessary to interact constructively with all levels of N3B management, subject matter experts and external agencies.
- Proven strong analytical skills to perform assessments and identify and evaluate issues and risks that could impede N3B from meeting LLCC objectives and requirements.
- Ability to use independent judgment for determining course of action
- Skill and ability to independently develop and administer schedules and assessment requirements, and to integrate them into systems.

Education and Experience Required

- Bachelor's degree in Engineering, Science or a related discipline and at least 10 years of CA (preferably with Department of Energy programs)
- 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

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.

Employees play an integral role in managing risk which includes commitment to work honestly, transparently and cooperatively with your L&A colleagues as well as with our partners and customers as we encounter and address risks.

All of this is a direct extension of our core values:

- Honesty and integrity above all else.
- Safety, security and quality are the foundation of everything that we do.
- No surprises for the customer or the team.
- Consistently exceed the customer's expectations.
- Listen to the customer to ensure we're working on the right problem.
- Only accept assignments and arrangements that we are proud of and that are win-win.
- Proactively manage any real or perceived conflicts with our partners and clients.
- Continually demonstrate our commitment to the success of our clients' projects.
- Treat clients and team members with respect.
- Assure that people are fairly compensated for their contributions.
- Don't take risks with the reputation of the individuals or the company.
- Foster trust and loyalty among our team and with our clients.
- Always work as a team and support one another