



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Program Manager, Technical Services

Job ID	4D-25-94-C4-9F-CE	
Web Address	https://careers.indigenous.link/viewjob?jobname=4D-25-94-C4-9F-CE	
Company	Standards Council Of Canada	
Location	Head Office: Ottawa (Currently Working Remote), Ontario	
Date Posted	From: 2021-07-23	To: 2022-01-19
Job	Type: Full-time	Category: Miscellaneous
Job Salary	\$79,300 - \$99,000	
Languages	-English Essential OR Fluently Bilingual In Both Official Languages (English And French)	

Description

Your place in the team

Accreditation programs that are recognized internationally provide a service to Canadian industry by facilitating trade and affording increased business opportunities for Canadian firms in global markets. Reporting to the Manager, Compliance and Assessment Services overseeing the Laboratory Programs, the Program Manager, Technical Services will be responsible for building and delivering accreditation programs that help customers compete in their chosen markets, and that promote the safety and well-being of Canadians.

Key Activities

Planning and delivering accreditation services:

- Prepares and develops assessment plans, assesses customer readiness, measures conformance and compliance to accreditation/recognition requirements;
- Plans and executes assessment activities to ensure that the assessment against technical standards/requirements/criteria;
- When assigned as a lead assessor, oversees assessment team activities, ensuring that the assessment team is performing in a professional, fair and diligent manner;
- Prepares timely and thorough reports on the assessment's activities and sends it for review;
- Performs Accreditation Reviews (ART) on the assessment activities done by peers;
- Manages both the process and the professional personnel involved in the assessment, surveillance audits and reassessments of accreditation customers;
- Ensures conformance with the technical requirements of the accreditation program

Monitoring new personnel for delivery of accreditation services:

- Training and assessing of assessment personnel;
- Ensuring that program policies and procedures are properly applied and that accreditation requirements are being properly interpreted;
- Identifying development opportunities or opportunities for cross-program engagement of contracted personnel.

Providing technical advice and expertise:

- Contributing to technical content of procedures, processes etc;
- Contributing to development and delivery of training programs for assessors (auditors);
- Supporting peer evaluation program - participating on international evaluation teams of other Accreditation Bodies with which SCC may be contractually bound in a mutual recognition agreement.

Accreditation program management:

- Lend knowledge and expertise to program specific areas and related working groups during development or implementation phases;
- Participate in maintenance and improvement of all program documentation in QMS.

Strengthening the business and supporting on-going improvements in business practices:

- Preparing for and participating at regulatory and/or scheme owner committee meetings to maintain ongoing liaison in support of the delivery of specific accreditation programs;
- Contributing to the development and implementation of AS Branch strategic, business and operational plans;
- Investigating and reporting on complaints about the program and its delivery, in a thorough and unbiased manner.

Experience

- Minimum of 5 years work experience in accreditation in an accredited laboratory or in a certification body environment;
- Minimum 3 years work experience in conducting or leading external and internal audits;
- Experience in the application of standards, regulations and auditing techniques;
- Experience in quality management system environment (e.g. ISO 9001)

Asset:

- Experience working in a technical environment.

Education Requirements

Undergraduate degree in science, engineering or business OR Equivalent combination of formal education, training and/or experience

Work Environment

All SCC staff members are currently working remotely due to the COVID-19 pandemic.

How to Apply

Please visit SCC's Career Page to apply:

ENGLISH: <https://can60.dayforcehcm.com/CandidatePortal/en-US/scccn/Posting/View/67>

FRENCH: <https://can60.dayforcehcm.com/CandidatePortal/fr-CA/scccn/Posting/View/67>