

# JOB PROFILE

## Performance Analysis Manager (OE)

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Hours per week:	37.5
Reporting Accountability:	Performance Analysis Director
Reimbursement level:	£152,000.00

As a member of the Performance Analysis Central Team (PACT), the Performance Analysis Manager's key responsibilities will include supervising the work of individual members of PACT staff; receiving, evaluating and analysing operating experience and performance indicator data from nuclear stations worldwide; and developing insights into global nuclear industry performance trends, whilst also providing governance and oversight to WANO regional centres in their Performance Analysis activities.

### Main Responsibilities

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Support the smooth running of Performance Analysis activities by:

- Assisting the Director in coordinating activities including the planning and conduct of team meetings, taking an active role.
- Managing the planning of operating experience, performance indicator and industry analysis activities and monitoring their progress.
- Periodically preparing written reports on industry performance and PACT activities.
- Coordinating the publication and distribution of documents related to the Performance Analysis function, including the arrangement of editing, proofreading, document design, printing and posting on the WANO member website.
- Managing the periodic self-assessment of Performance Analysis activities, with assistance from regional centre Performance Analysis staff.
- Providing inputs to the WANO Annual Report and supervising the development of Performance Analysis and Performance Indicator annual reports.
- Participating, as assigned, in event investigation teams to gather additional information about events that require more thorough understanding or analysis.
- Supporting the collection, sorting and communication of operating experience information applicable to design and construction, as requested.
- Supervising the maintenance and review of Performance Analysis governance documents such as the WANO Performance Analysis Programme Guideline, the Performance Analysis and Performance Indicator Programme Reference Manuals, as well as assigned areas of the WANO member website and the operating experience and performance indicator databases.
- Representing the London Office at meetings and conferences and sharing information on London Office activities.
- Providing feedback and coaching to Performance Analysis staff to help improve their skill sets.

- Responding to internal and external requests for information and being involved in real-time event communications.

Provide governance and oversight of WANO regional centres in their Performance Analysis activities by:

- Developing integrated action plans to improve coherent implementation across regions.
- Actively participating in the review and screening of event reports and performance indicator data from nuclear stations in each regional centre, ensuring inter-regional centre consistency.
- Participating in or conducting workshops, seminars and member support missions on topics related to Performance Analysis.

Support the needs of WANO members by:

- Analysing event reports, performance indicator data and other sources of relevant information, as assigned, to identify potential industry trends, common themes, patterns or causes; and communicating these findings.
- Supervising the development of written reports, as assigned, to capture important lessons learnt from operating experience including documents such as Significant Operating Experience Reports (SOERs), Significant Event Reports (SERs), Hot Topics, and Just-in-Time (JIT) reports.
- Developing a working knowledge of multiple reactor designs operated by members, enabling a good understanding of the importance and significance of reported events. The expertise of the entire PACT will encompass all designs operated.

Support the WANO mission by:

- Accepting assignments to support the larger WANO team. For example, helping develop a WANO document in an area other than Performance Analysis, or assisting with major WANO projects such as the Biennial General Meeting or the CNO Forum meetings.

## General Comments

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The above list of responsibilities is not exhaustive and WANO reserves the right to amend the post holders' responsibilities, as required, to support business needs. Please note that this role does involve international travel.

## Personal Characteristics

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### Essential

- Excellent inter-personal (relationship) skills with a proven ability to communicate with peers at all levels. A proven ability to work effectively with people from different international cultures and backgrounds.
- A strong commitment to WANO's mission.
- Willingness and availability to travel.
- Ability to demonstrate the WANO London Office Behaviours, as outlined on page 4.

## Qualifications

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### Essential

- Excellent command of the English language, both verbally and written. As a minimum, certified English skills at C1 level of the Common European Framework of Reference for Languages (or equivalent) are required.
- A recognised university degree or equivalent in a technical or engineering field.

### Desireable

- English skills at C2 level of the European Framework for Languages (or equivalent).

## Experience

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### Essential

- Experience of managing a multicultural team.
- Solid experience in commercial nuclear power including a technical position at a nuclear plant with supervisory or mid-level manager experience.
- Familiar with causal analysis and root cause investigation techniques.
- Excellent skills in nuclear technology and nuclear physics on at least one reactor design type on a level similar to senior reactor operator licensees.
- Proven ability to develop and deliver presentations at workshops and seminars.

### Desireable

- Experience with, or previous participation in, key aspects of the WANO Performance Analysis function, including the Performance Indicator sub-programme.
- Experience in root cause investigations.
- Proficiency in statistical analysis techniques with advanced skills in software such as Microsoft Word and Excel.
- Bilingual.

## Development Opportunities

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After demonstrating a solid ability to perform their role, a Performance Analysis Manager should be able to perform on a Director level (or equivalent) within the worldwide WANO organisation, or should be able to benefit from the experience gained when returning to the home utility.

