

JOB PROFILE

SHANGHAI OFFICE DIRECTOR



Hours per week:	37.5
Reporting Accountability:	Chief Executive Officer
Reimbursement Limit:	£TBC
Location:	London, UK & Shanghai, China

The Shanghai Office Director is responsible for the set up and successful operation of the Shanghai Office (SO). This role will have oversight of all WANO programmes along with the business functions, including Finance, Human Resources and Information Systems. The Shanghai Office Director is a member of the WANO executive leadership team (ELT) and is required to support the chief executive officer (CEO) and governing board as required.

Main Responsibilities

Ensure the smooth operation of the office – this would be achieved by:

- Leading, planning, designing and directing all WANO SO-related activities, ensuring they are efficiently and effectively implemented
- Leading the operational and strategic planning
- Establishing and maintaining interactions by partnering with internal and external peers and associated organisations, including WANO regional centres, for information sharing and alignment where possible
- Establishing and maintaining regular communication with industry senior leaders
- Benchmarking and analysis of data to make appropriate recommendations for the improvement of the SO in relation to effectiveness and efficiency
- Administering and managing the WANO SO budget to ensure cost-effective operation
- Negotiating suitable local supplier contracts including service agreements whilst providing oversight of the services delivered
- Overseeing the establishment and delivery of security plans that preserve confidentiality and security of WANO intellectual property whilst enhancing accessibility and utilisation of information needed to complete work efficiently
- Overseeing the recruitment, development, succession and retention plans for staff to support the long term needs of the SO
- Developing and implementing appropriate metrics to monitor and improve the SO's performance
- Developing suitable capabilities to support the WANO emergency response/crisis management procedures

Supporting the WANO Governance function – this would be achieved by:

- Proposing policies, strategies and long-term plans to the WANO Governing Board that support the WANO mission
- Overseeing the preparation and presentation of WANO SO activities to the ELT and governing boards
- Implementing decisions made by the ELT and governing boards
- Implementing the WANO long-term plan and business plans
- Implementing WANO programmes and guidelines

General Comments

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 in order to fulfil and meet the needs of the role requirements.

Personal Characteristics

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 cultures and backgrounds whilst demonstrating cultural sensitivity
- A strong commitment to WANO's mission and nuclear safety culture
- The ability to think strategically and effectively in a variety of settings
- The ability to influence stakeholders at all levels
- A drive for consistently high standards
- Ability to self-manage, organise and prioritise tasks and work under pressure
- Excellent leadership skills in dealing with multicultural teams and organisations
- Ability to work in London and/or China
- Ability to successfully demonstrate the WANO London Office Behaviours (see page 5)

Qualifications

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)
- Degree in engineering, science or business-related disciplines
- A current or previous qualification as a WANO team leader in at least one type of peer review

Desirable

- Degree qualification in leadership or business
- MBA or MS in a related field
- A current project planning/project management certification
- A qualification as a WANO team leader in multiple types of peer review

Experience

Essential

- Demonstrable experience in overseeing core business functions including finance, human resources, information systems and governance
- Experience of working either in commercial nuclear power or in a corporate role
- Demonstrable experience of participation in WANO programme activities
- Recent experience (within the last three years) of working at a WANO regional centre or London Office in a management position
- Solid understanding of the WANO Governing Board processes and procedures
- Demonstrable experience in successfully developing and implementing long-term plans to support business needs
- Experience of managing complex projects and delivering them within scope by using standard project management principles
- Demonstrable experience in successfully operating a business unit
- Experience of successfully building teams in a multicultural environment
- Experience of managing multicultural teams in geographically diverse locations
- Demonstrable experience in mentoring and coaching peers
- Demonstrated capability in change management across multiple organisations
- Experience of developing a range of key performance indicators and analysing the data produced

- Demonstrable experience in managing budgets and providing financial oversight

Desirable

- Ability to speak Mandarin/Chinese
- Experience of successfully working with Chinese colleagues, organisations etc.
- Participation in WANO Governing Boards
- Experience of setting up and running a business
- Experience of evaluating outsourcing alternatives

