

# JOB PROFILE

## Performance Analysis Programme Manager

---



Hours per week:	37.5
Reporting Accountability:	Performance Analysis Programme Director
Reimbursement Limit:	£152,000.00 per annum

As a member of the Performance Analysis Central Team (PACT), the Performance Analysis Programme Manager is responsible for supervising the work of individual PACT members to receive, evaluate and analyse operating experience from nuclear stations worldwide, and developing insights in global nuclear industry performance trends.

### Main Responsibilities

---

Support the smooth running of the programme by:

- Assisting the programme director in coordinating programme activities including the planning and conduct of programme staff meetings, and taking an active role in the programme.
- Managing the planning of operating experience 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 programme, including the arrangement of editing, proofreading, document design, printing and posting on the WANO member website.
- Managing the periodic self-assessment of Performance Analysis programme activities, with assistance from the regional centres' Performance Analysis staff.
- Providing inputs to the WANO Annual Report and coordinating the Performance Analysis Annual Report.
- 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.
- Maintaining and reviewing operating experience governance documents such as the WANO Performance Analysis Programme Guideline (WPG 02), the Performance Analysis Programme Reference Manual, assigned areas of the WANO member website and the operating experience database.
- Representing the London Office at meetings and conferences and sharing information on London Office activities.
- Providing feedback and coaching to operating experience and industry analysis staff to help improve their skill sets.

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

Support regional centres with their Performance Analysis activities by:

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

Support the needs of WANO members by:

- Identifying potential event report trends and analyse groups of event reports, as assigned, to identify common themes, patterns or causes and communicating them.
- Preparing 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 Site Vice Presidents' and Plant Managers' Conference.

## 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 international cultures and backgrounds.
- A strong commitment to WANO's mission.
- Willingness and availability to travel.
- Ability to demonstrate the London Office Behaviours as outlined below in our WANO LO behaviours

## 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) 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**

---

- 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.
- Experience in root cause investigations.
- Excellent skills in nuclear technology and nuclear physics on at least one reactor design type with a similar level 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 programme.
- Proficiency in statistical analysis techniques with advanced skills in software such as Microsoft Word and Excel.

Bilingual.

**Development Opportunities**

---

After having demonstrated a solid ability to deliver the role of a Performance Analysis Programme Manager, and upon return to his/her utility, a secondee should be able to perform on a department manager level (or equivalent) within his/her station, or on a corporate level.

