

# JOB PROFILE

## Projects Manager

---



Hours per week:	37.5hrs per week
Reporting Accountability:	Projects Director
Salary Banding:	£152,000 per annum

The Projects Programme Manager will be responsible for ensuring that a robust and open communications channel and service is delivered to the members of WANO through coordinating and maintaining oversight of the Industry Working Groups (IWG's). The post holder will be required to sustain the momentum of IWG's by ensuring that members have access to literature, documents and information required to set safety benchmarks for the nuclear industry. Reporting to the Projects Director, you will be the ambassador and champion of these Industry Working Groups ensuring best practice is maintained throughout the nuclear fraternity.

### **Main Responsibilities**

---

Assist with the smooth running of the programme:

Maintain the IWG meetings by:

- Assisting the working group chairperson/vice-chairperson in developing the meeting agenda, and in conducting the meeting.
- Providing input to meeting minutes and reviewing it.
- Identifying potential future IWG leaders (chairperson and vice-chairperson).
- Source potential hosts for meetings for IWG's through networking and establishing sustained working relationships with our members.
- Work collaboratively with the WANO London office Events Manager to co-ordinate all logistical activities.
- Work with the WANO London office communication team to review, maintain and update the IWG page on the WANO member web page.
- As an owner of each IWG on the online Nuclear Community pages, manage and control the membership and upload relevant documents that support IWG activities.
- Train and support new members on the use of Nuclear Community web site.
- Coach and encourage IWGs to maintain focus and make timely progress toward resolving issues consistently and effectively.

Act and be the WANO point of contact for IWG's:

- Advocate and promote the benefits of Industry Working Groups to WANO Regional Centres and its members by actively engaging with them and maintaining clear and open communication channels.

- Regularly support and engage with WANO Regional Centres by participating in the WIO meetings.
- Regularly update the WANO ELT and Regional Centres on the status of Industry Working Group activities by producing reports and metrics.
- Analyse trends on the progress of the IGW's and reviewing progress with the Projects Director on a regular basis.
- Prepare and share progress reports of activities that have been finalised with WANO and members.

## **General Comments**

---

The above list of responsibilities is not exhaustive and WANO reserves the right to amend the post holders' responsibilities from time to time 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 interpersonal (relationship) skills with a proven ability to communicate effectively and clearly 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.
  - Exhibits strong ownership of programmes, processes and products.
  - Proven ability to manage large volumes of project work, demonstrating finely tuned project management skills.
  - Demonstrates excellent organisational skills and is able to meet deadlines in a timely manner.
  - Demonstrates a willingness to improve through self-reflection and is a critical thinker.
  - Ability to adapt to changing programme and member needs.
  - Demonstrates the ability to influence and coach members and IWG's by being an ambassador for the projects that are being developed.
  - Ability to travel as this role will require regular travel internationally (45-50% travel will be required in this role).
-

## 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.
- At least a Bachelor's Degree in engineering.

### Desirable

- Qualification in Project Management.

## Experience

---

### Essential

- Solid experience of working at a nuclear station in the area of engineering, operations or maintenance.
- Participated on at least one of the following WANO activities; Peer Reviews, Member Support Missions, Workshops or Conferences.
- Knowledge of WANO products and services.
- Technical knowledge in nuclear plant design and operation sufficient to identify nuclear safety risks in operating experience reports.
- Strong analysis skills. Ability to evaluate WANO member performance information, identify potential trends and summarise these in written format.
- Excellent meeting facilitator.

### Desirable

- Qualified as a WANO Peer Reviewer.
  - Familiar with the missions of likeminded organisations.
  - Participated in IAEA OSART or SALTO missions.
  - Previous experience of working at a WANO Regional Centre.
  - Significant experience of working at a nuclear station and corporate office in the area of engineering, operations or maintenance.
  - In depth knowledge of one or more of the following areas:
    - Equipment Reliability.
    - Independent Oversight.
    - Human Performance.WANO Performance Indicators
-