

JOB PROFILE

PERFORMANCE ANALYSIS SENIOR ADVISOR



Hours per week: 37.5

Reporting Accountability: Performance Analysis Programme Managers in the first instance, followed by the Programme Director

Reimbursement Level: £113,000.00 per annum

The Performance Analysis Senior Advisor assists the Performance Analysis programme by screening WANO event reports, analysing performance data and participating in workshops and seminars, to ensure high quality operating experience products are generated for WANO members and insights into industry trends are promptly identified.

Main Responsibilities

Assist with the smooth running of the programme by:

- Reviewing programme implementation across the regional centres and recommending changes to improve performance, consistency, efficiency and effectiveness.

Produce valuable products for WANO members by:

- Reviewing and screening event reports from WANO members.
- Identifying potential trends and analysing event reports to identify common themes, patterns or causes, as assigned.
- Analysing data from WANO programmes and developing reports on member performance.
- Participating in event investigations, as assigned, to gather additional information about events that require a more thorough understanding.
- Preparing Significant Operating Experience Reports (SOER), Significant Event Reports (SER), Analysis Reports, Hot Topics, Just-In-Time (JIT) Reports and Chief Executive Officer (CEO) Updates.
- Liaising with the regional centres to obtain programme activity schedules and results, and using this to maintain accurate information on the WANO member website.
- Ensuring the Performance Analysis programme guideline (WPG 02) is fit for purpose and updating it as necessary.

Support regional centres with programme activities by:

- Assisting with the production of materials to be used at Performance Analysis events.
- Participating in workshops, seminars and member support missions on operating experience topics.

Keep nuclear working knowledge current by:

- Attending training programmes and relevant seminars and workshops.

- Working with colleagues and peers both at regional centres and in the London Office.
- Observing and evaluating programme activities (such as peer reviews, member support missions, workshops and seminars) in different regions to provide support, obtain first-hand information on the differences in approach and technique, and identify best practices. Recommend process or performance improvements, as appropriate.

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.

Personal Characteristics

Essential

- Excellent inter-personal (relationship) skills with a proven ability of communicating with peers at all levels.
- A proven ability to work effectively with people from international cultures and backgrounds.
- A strong commitment to WANO's mission.
- Broad interest in the different WANO programmes, e.g. the WANO Performance Indicators programme, and the WANO Peer Review programme.
- The ability to manage large workloads.
- The ability to adapt well to changing programme needs.
- An excellent team player.
- A proven ability to engage key stakeholders to achieve a desired outcome.
- Ability to successfully demonstrate the WANO London Office Behaviours (see page 4)

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).
- A bachelor's degree in engineering.

Desirable

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

Experience

Essential

- Solid experience of working in technical departments within a nuclear environment.
- Technical knowledge in nuclear plant design and operation sufficient to identify nuclear safety risks in operating experience reports.
- An understanding of multiple reactor designs.
- Strong analysis skills. Ability to evaluate WANO member performance information, identify potential trends and summarise these in written format.
- Demonstrable experience in writing technical reports in English.
- Experience of supporting seminars and workshops.

Desirable

- Participation in previous WANO peer reviews or member support missions and knowledge of WANO products and services.
- Familiarity with corrective action, performance improvement and self-assessment programmes.
- Familiarity with the WANO Performance Indicators programme.
- Proficiency in statistical analysis techniques, advanced software skills and root cause analysis techniques.
- Previous experience of working at a WANO regional centre.
- Solid experience of participating in event investigations.
- Previous experience of managing staff.
- Good working knowledge of CANDU/PHWR technology.

Development Opportunities

After demonstrating a solid ability to deliver the role of a Performance Analysis Senior Advisor, there are a number of development opportunities available. Within WANO, the role of Programme Manager in your area of specialism would be the next logical step.

