

JOB PROFILE

LEADERSHIP DEVELOPMENT PROGRAMME MANAGER



Hours per week:	37.5
Reporting Accountability:	Training & Development (T&D) Director
Reimbursement Limit:	£152,000.00 per annum

The Leadership Development Programme Manager improves industry performance by producing and project managing value-added products for regional centre and member use. These include guidance documents, leadership training programmes, sharing of best practices, assistance and focused communication material. The role requires the analysis of leadership related data, industry trends and best practices and collaboration with industry players in the field of leadership and organisational development. The incumbent needs to work as project manager between the London Office and the regional centres to ensure that the WANO leadership development strategy is executed. The role is part of the T&D function, and will also be expected to assist in the delivery of the T&D mission in relation to non-leadership seminars, conferences and workshops.

Main Responsibilities

The development of leadership products and services:

- Develop new products and services to help the members to improve plant performance
- Analyse member performance issues in the areas of leadership and management, and develop strategies to address the gap
- Provide guidance to support members on how to implement leadership development strategies based on industry best practices
- Develop leadership training material with the support of subject matter experts, for use by members or internal WANO staff
- Deliver assistance for new unit members starting to build their leadership bench strength
- Support of the regional centres in helping member identify leadership issues and to develop plans to improve their leadership capability
- Develop and support the training of WANO professionals in all the regional centres in the areas of management and leadership – for example, this could be training team leaders and organisational reviewers on how to identify and characterise leadership issues in peer reviews

Assist with the smooth running of the Training & Development Programme as follows:

- Project manage the Compass initiatives (WANO long term strategic improvement plan) working closely with the regional centres
- Evaluate the efficiency and effectiveness of the programme functions and recommending improvements

- Design, arrange and participate in workshops and seminars as required
- Represent the WANO London Office at meetings and conferences, and share information about London Office activities
- Assist with the creation of the WANO annual report
- Ensure Training & Development information, such as schedules and documents, are updated and accurate on the WANO website
- Provide oversight, coordination and advice for workshops, seminars and training activities, including the development and analysis of programme metrics to measure effectiveness

Personal Characteristics

Essential

- Excellent interpersonal (relationship) skills with a proven ability to communicate with peers at all levels
- The ability to work effectively with people from different cultures and backgrounds, while demonstrating sensitivity and respect for differences
- A strong commitment to WANO's mission
- The ability to adapt well to changing programme needs
- Attention to detail
- The ability to successfully demonstrate the WANO London office behaviours (please see page 4)

Qualifications

Essential

- Excellent command of the English language, both verbally and written. As a minimum, English skills at C1 level of the Common European Framework of Reference for Languages (or equivalent) are required

Desirable

- English skills at C2 level of the Common European Framework of Reference for Languages (or equivalent)
- A formal qualification in the field of behavioural science or management
- A senior reactor operators licence or certificate
- A project management qualification

Experience

Essential

- Experience of managing teams or large projects in nuclear facilities
- Strong project management capability with the ability to manage cross functional teams
- Experience of delivering training or presentations

Desirable

- Behavioural science, organisational development, performance improvement experience
- Leadership development experience, as both a designer and facilitator
- Proven ability to develop training materials using a systematic approach to training (SAT)
- Experience with, or previous participation in, WANO programmes
- Advanced skills in software such as Microsoft PowerPoint, Word and Excel

Development Opportunities

Opportunities to participate in WANO programmes such as peer reviews, member support missions or internal training. After demonstrating a solid ability to deliver the role of a programme manager, there are a number of development opportunities available. The next logical role within WANO would be that of a Programme Director in a regional centre or in the London office.

