

JOB PROFILE

PERFORMANCE INDICATOR PROGRAMME COORDINATOR



Hours per week:	37.5
Reporting Accountability:	Performance Analysis Programme Director
Reimbursement level:	£113,000.00

The Performance Indicator (PI) Programme Coordinator assists the Performance Analysis Programme Director by ensuring that the PI sub-programme achieves its intended goals.

Main Responsibilities

Ensure the smooth running of the PI sub-programme by:

- Coordinating with the regional centres (RCs) to ensure the timely submission, approval and publication of PI data on the member website.
- Reviewing programme implementation across the RCs and recommending changes to improve performance, consistency, efficiency and effectiveness.
- Coordinating and taking the lead in the process of defining new PI targets.
- Developing and publishing a standard set of periodic PI reports.
- Maintaining PI sub-programme support documents; updating and revising them, as appropriate, in close collaboration with the RCs.
- Identifying reporting anomalies and data quality issues, and taking initiative to resolve them.

In collaboration with the RCs and Information Systems (IS) staff, support correct functionality of PI-related software tools by:

- Identifying database and application issues that are determined as minor in complexity, and assisting the IS staff to resolve them.
- Identifying more complex database and application issues, as well as new database or application needs, and discussing these with the IS staff for further resolution or implementation.
- Assisting new developments and initiatives to enhance current database or application capabilities.

Ensure effective support of Performance Analysis activities by:

- Developing special PI reports, as requested.
- Developing and implementing methods to perform efficient crosschecking of operating experience (OE) and PI data for consistency, and taking action in collaboration with OE and PA staff to improve data quality.

- Identifying regional and inter-regional industry trends within the PI data set, looking for deeper causes; and developing methods to do this effectively.
- Communicating identified trends and their underlying causes to a wider audience within the WANO London Office and RCs.

Support the general WANO mission by:

- Participating in or conducting workshops, seminars and member support missions on PI topics.
- Liaising with the RCs to verify the posting of accurate programme activity information on the WANO member website.

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 different international cultures and backgrounds.
- A proven ability to effectively coordinate tasks across a geographically diverse workforce.
- The ability to influence stakeholders at all levels.
- A strong commitment to WANO's mission.
- The ability to adapt well to changing programme needs.
- Ability to successfully demonstrate the WANO London Office Behaviours (see page 3)

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

- Technical knowledge in nuclear power plant design and operation sufficient to identify and properly interpret nuclear industry trends and issues based on analysis of PI reporting data.
- In-depth knowledge of at least one reactor design.
- Experience analysing complex data and identifying trends.
- Experience in the advance use of Microsoft packages and analysis/trending tools.

Desirable

- Bilingual.
- Experience of working internationally.
- Understanding of multiple reactor designs.
- Significant experience in commercial nuclear power.
- Proficiency in statistical analysis techniques and advanced software skills (in particular database management and development).

Development Opportunities

When two years' service in the role of Performance Indicator Programme Coordinator has been successfully completed, there are a number of development opportunities available. Within WANO the next logical step would be to develop the role with a strategic focus and working more closely with regional centres and members to ensure the programme is fully meeting customer needs. There would also be the potential to grow the programme and have additional managerial responsibilities. It is important to remember that this is a customer facing programme, therefore development opportunities are ever evolving and must suit the needs of the business. Within a nuclear power plant, experience gained would be beneficial in various management positions, for example those related to the corrective action programme, performance improvement, nuclear oversight, and operating experience.

