

JOB PROFILE



30 YEARS 1989-2019
GLOBAL LEADERSHIP IN NUCLEAR SAFETY

Peer Review Programme Manager

Hours per week:	37.5
Reporting Accountability:	Peer Review Programme Director
Reimbursement Level:	£ 152,000 per annum

The Peer Review Programme Manager is responsible for assisting the Peer Review Programme Director with the governance, oversight, and appropriate support of the Plant Peer Review, Corporate Peer Review, Follow-up Peer Review, Pre-Startup Peer Reviews and WANO Assessment processes, ensuring a high quality service is provided to WANO Members. Whilst supporting the chief executive officer (CEO), governing board and executive leadership team, as required.

Main Responsibilities

Ensure the smooth running of the Peer Review programmes – this would be achieved by:

- Developing integrated action plans to improve the Peer Review programme implementation across the regional centres
- Producing an annual report
- Co-ordinating all Peer Review activities between all regional centres, including the semi-annual peer review programme meetings
- Effectively managing the budget and schedule of the London Office in accordance with policies
- Implementing the London Office performance management process for the London Office staff, including mentoring and developing the staff assigned to them
- Assuming the lead role in the coordination and oversight of the Corporate Peer Review Process and peer team

Ensure the smooth running of the Peer Review team in the London Office in the absence of the Peer Review Programme Director – this would be achieved by:

- Supporting the CEO and other WANO Directors, as required
- Implementing suitable Peer Review and HR practises with the support from the London Office

Produce quality services to WANO Members – this would be achieved by:

- Maintaining programme guidelines and reference manuals
- Periodically observing Peer Review, Corporate Peer Review and Pre-Startup Peer Review teams to ensure adherence to established governance
- Collecting, analysing and sharing appropriately the results of Peer Reviews, while also developing plans for improvement
- Engaging in leadership for various WANO initiatives and activities

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 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
- Excellent project management and self-management skills. Must be able to work with little or no direct supervision
- A proven ability to act sensitively and respect other cultures
- A strong commitment to WANO's mission
- Ability to travel on a regular basis for extended periods

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

Experience

Essential

- Demonstrable experience of working in commercial nuclear power, including proficiency in a technical position
- Excellent knowledge of the peer review process, having qualified as a lead reviewer in at least one area
- Experience of working in a mid-level manager or higher role
- Excellent skills in nuclear technology and nuclear physics on a minimum of one reactor type at a similar level to that of a senior reactor operator licence
- Creation and delivery of presentations at workshops and seminars
- Competent working with SharePoint and Microsoft office products

Desirable

- Qualified WANO peer review team leader or Corporate Peer Review team leader

- Experience working on a plant/corporate staff
- Previous participation in other WANO programmes is advantageous
- Qualified as a WANO Corporate Team Leader
- Advanced skills in Microsoft Word and Excel
- Knowledge of a second language is advantageous
- Senior Reactor Operator license is advantageous

Development Opportunities

After demonstrating a solid ability to deliver the role of a Programme Manager, the next logical role within WANO would be that of a Deputy Director or Director. Within a nuclear power plant, you would have the opportunity to become a department / section head or plant manager.