Regulatory Interface Manager

Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Regulatory Interface Manager</th>
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<tbody>
<tr>
<td>Job Type:</td>
<td>Permanent full time Monday to Friday</td>
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<td>Reporting to:</td>
<td>Head of Nuclear Site Licensing</td>
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<td>Company:</td>
<td>Horizon Nuclear Power</td>
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<td>Grade:</td>
<td>F</td>
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<tr>
<td>Location:</td>
<td>Valiant Court, Gloucester</td>
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<tr>
<td>Closing Date:</td>
<td>10am on 17th March 2014</td>
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Job Purpose

Come and join us in an impactful role within the Licensing and Permissions team at Horizon Nuclear Power. The overall purpose of the Regulatory Interface Manager role is twofold. Firstly to further develop and manage Horizon’s Regulatory Interface Office so that it provides effective administrative management and coordination of Horizon’s relationships with its licensing and permissioning regulators and as necessary, planning authorities. The Regulatory Interface Manager will also play a pivotal part in developing and maintaining an effective managed and coordinated interface with Horizon’s regulators.

This is an essential support service to facilitate Horizon in seeking, obtaining and ultimately maintaining, the demanding permissions and consents that are required for the Wylfa Newydd project. This is an excellent opportunity for someone to continue an already successful career and to add significant value in a rewarding and challenging role that blends stakeholder and relationship management, team leadership and taking pride in providing a credible administrative service for a high profile long term Nuclear New Build project.

The role will be based in the company head office in Gloucester, but may require some travel in the UK.

Principal Accountabilities:

- To lead, develop and provide the administrative management service that underpins effective and coordinated relationships with Horizon’s licensing and major permissions regulators
- Act as the administrative focus for all engagement with the Regulators. Key aspects of this will include arranging meetings and ensuring that appropriate records of regulatory interactions are maintained
- The post holder will also work closely with permission owners, Horizon’s Programme Management Office and Project Managers as well as the regulators’ administrative and programme management teams to ensure that regulatory engagement activities are properly planned and represented within a highly complex and demanding Horizon programme of work.
The post holder will also work with Horizon’s Programme Management Office and lead the administrative team in producing monthly progress reports.

The regulatory interface office administrative team will also provide as required other administrative and technical support such as collation of reports and minute writing across the licensing and permissions directorate.

To provide advice and guidance across the company to ensure that formal processes and other formal requirements for regulatory interaction are followed.

To provide advice and guidance across the company to encourage appropriate behaviours and ways of working that promote effective regulatory interaction and working relationships.

To maintain an understanding of regulatory charges so that Horizon's budget for discharging regulatory fees. In this the post holder will seek transparency and predictability of regulatory charges. This will require the ability to estimate costs and monitor expenditure.

To monitor the effectiveness of regulatory relationships, establishing and reviewing goals and objectives.

Knowledge And Skills:

- Track record of success and career achievements demonstrated within relevant roles. (May have project support background or other relationship management experience)
- Experience must demonstrate budgeting or other financial management experience, team management skills and proven ability in delivering a professional service offering to the business.
- Proven team leadership. This role will lead, manage and develop an administrative team establishing standards, ways of working and new processes – not just following an established path.
- Capacity to work independently.
- Good learning ability with evidence using this for professional development and seeking continuous improvement.
- Proven ability to liaise and provide the administrative framework to enable an organisation to effectively manage its relationships with external stakeholders. This role will develop the standards and regulatory administrative service offering.
- Experience of developing, implementing and overseeing processes and procedures and other tools.
- Effective reporting skills.
- Collaborative approach and ability to work across all business areas at all levels.
- Effective stakeholder management skills and demand management.

Direct knowledge and experience of the UK nuclear industry and its regulators or alternately experience in working within highly regulated environment and associated formal requirements is beneficial.

- Evidence of consistently operating in line with Horizon company values:
  - Safety, courage, integrity, collaboration and inspiration
- Good verbal and written communications skills and fluency in English.
- Process oriented way of thinking.
• Ability to influence and engage with others to achieve professional objectives
• Commitment and drive

OTHER REQUIREMENTS
• Flexibility and mobility to fulfil business travel requirements within the UK as required
• Expected to achieve Security Clearance

CLOSING DATE: 10AM ON 17th March 2014

To apply please for this career opportunity, please quote Regulatory Interface Manager and e-mail careers@horizonnuclearpower.com. Please complete the CV cover sheet which must include a concise summary of your most relevant achievements for this type of role.