Job Description
Technical Manager – Learning from incidents

DEPARTMENT: Good Practice Directorate
REPORTS TO: Head of Human Performance and Power Networks Good Practice
JOB PURPOSE: To manage and deliver the day-to-day Toolbox project activities including:

Providing secretariat support to the Learning from Incidents Steering Committee, and liaising with the project funding partners.

Overseeing the sourcing and editing of content to be published on the Toolbox platform.

Reviewing and approving content to be published on the Toolbox platform.

Supporting the Technical Manager – Human factors and Power Utilities in the strategic development of Toolbox, to source additional content and funding for the project.

NATURE AND SCOPE
As Technical Manager – Learning from Incidents, you will drive the delivery of the Toolbox project, in line with defined project governance and processes.

You will focus on sourcing, editing, review and approval of content (text and videos), including translations of that content, for publication on the Toolbox platform. You will ensure that published content meets high quality standards and is in line with project goals. You will ultimately be responsible for approving content for publication on Toolbox.

You will be expected to meet your key performance indicators and contribute to the maintenance and continuous improvement of Good Practice Directorate standards and objectives in line with organisational values.

You will maintain a close working relationship with colleagues, both within the Technical Team, throughout the Energy Institute and with funding partners and other project contributors.

You will work with the Head of Human Performance and Power Networks Good Practice to explore possible new sources of content and project funding.

You will actively participate in appraisals, Energy Institute team meetings, Technical Team meetings and meeting your self-development needs.

You will work in accordance with Energy Institute agreed policies, procedures and practice, including revenue practice, health & safety at work requirements and equal opportunities.

PRIMARY TASKS:

Manage Toolbox projects activities:
1. Work closely with Technical Officer to:
   a. Source Toolbox content (videos and text-based content) from project funding partners and wider industry.
   b. Edit content to house style and to appropriate standard.
   c. Review and approve final versions of content for publication on Toolbox platform.
2. Follow processes for content acceptance, development, review and publication.
3. Work with Digital Development team to publish content on Toolbox.
4. Work with Digital Development team to oversee development of Toolbox platform improvements, including translation of platform into other languages.
5. Maintain robust records to track project progress.
6. Manage translation of content into other languages.
7. Liaise with Learning from Incidents Steering Committee members and content owners as needed to maintain quality of content and progress the project.

**Communication and stakeholder engagement:**
1. Provide secretariat support to Learning from Incidents Steering Committee. Work with Chair of committee to set meeting agenda and take minutes. Maintain engagement of committee members.
2. Develop, maintain and manage networks of appropriate contacts within industry, government, academia, NGOs, regulators and trade bodies, including at a committee and senior management/executive level.
3. Work with Publications Manager and Marketing Team to identify opportunities to promote Toolbox (e.g. articles, conference presentations, etc.).
4. Represent aspects of the Toolbox project on pertinent external stakeholder groups.

**Business development:**
5. Support the Head of Human Performance and Power Networks Good Practice and Good Practice Director in retaining and developing the funding members of the Toolbox project.
6. Support the Head of Human Performance and Power Networks Good Practice and Good Practice Director in identifying and securing new sources of content for Toolbox.
7. Support the Head of Human Performance and Power Networks Good Practice and Good Practice Director in identifying and securing new sources of funding for the Toolbox project.

**Essential skills and experience**
- 2+ years project management experience.
- Editorial and/or proof reading experience.
- High standard of written English.
- Working with committees or stakeholder groups.
- Competent in Microsoft Word, PowerPoint, Excel. Ability to quickly learn other software packages as needed.
- Degree in appropriate scientific discipline, e.g. Engineering, Chemical Engineering, etc.
- Basic video and photo editing or ability to learn.
- Keen attention to detail.

**Desirable skills and experience**
- Good understanding of the oil and gas industries.
- Minute writing.
- Presentation/public speaking experience.
- Fluency in a second language (French, Spanish, or other widely spoken language).
- Understanding of incident investigation and/or workplace health and safety.

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