

## **Energy Institute**

### **Job Description – Technical Officer**

**DEPARTMENT:** Good Practice Directorate

**REPORTS TO:** Manager – Offshore/Onshore Wind

**JOB PURPOSE:** Support delivery of the Onshore Wind Health & Safety Organisation (SafetyOn) work programme to improve health & safety performance in the wind industry.

To support the Secretariat function and supporting administrative services for all relevant Committees with focus on SafetyOn Tier 2 membership engagement and Wind Turbine Safety Rules (WTSR) work programme and activities.

To support the Manager – Offshore/ Onshore Wind and the EI Wind team in the fulfilment of the EI's and Committees aims and objectives.

#### **PRINCIPAL ACCOUNTABILITIES:**

1. Support the SafetyOn Board of Directors, Technical Advisory Committee (TAC) and EI Wind Team in delivery of the onshore wind work programme.
2. Support administration associated with membership (including SafetyOn Tier 2 membership and WTSR Commercial Training Provider membership)
3. Support the WTSR Operational Safety Rules Group (OSRG), and the WTSR-SC in delivery of the work programme
4. Support the delivery of agreed business objectives as an integral contribution to the EI Technical Team's overall performance, including support in the development of any new areas of work.
5. Take ownership of, maintain and update all relevant databases and websites to ensure meaningful and effective communication and dissemination of information, both internally and to/from external organisations on which the EI and SafetyOn has representation.
6. Solicit, collate and submit stakeholder input into the development of publications, develop and provide briefing papers and appropriate documentation to delegates for stakeholder meetings and other key audiences.
7. Convert/edit contractor material to meet EI quality control standards in preparation for publication as codes of practice, good practice guidelines and specifications.
8. Through all contacts, both internal and external, assure and develop the reputation and profile of the EI and SafetyOn as authoritative sources of energy related information.

#### **NATURE AND SCOPE**

As Technical Officer you will be expected to meet your individual key performance indicators and maintain standards and objectives for the team in line with organisational values. You will utilise your expertise within the team to effectively support and contribute to the implementation and development of committee work programmes.

Working closely with the Manager – Offshore/Onshore Wind, you will ensure the effective provision of the SafetyOn Secretariat in support of all aspects of the EI's and SafetyOn' s internal and external business activities, including co-ordinating and managing databases and systems; collation and circulation of documents; managing and co-ordinating internal and external committee meetings; and the production of presentation material for both internal and external requirements.

You will contribute to the production of codes of practice, good practice guidelines and specifications to EI in-house standards for formatting, editing and proof-reading as required and assist in the conversion and editing of material from external sources for formal industry recognised publications.

You will work closely with volunteers serving on the SafetyOn Board of Directors, SafetyOn Technical Advisory Committee, OSRG, WTSR-SC, and their sub-committees, panels and working groups, and ensure that appropriate Secretariat support is provided in a timely and effective manner in organisation, management and the preparation of documents (including minutes, agendas, briefing papers etc).

In liaison with other members of the EI's Technical Team and Committees you will support appropriate representation on external committees and organisations, as may be necessary and in its interests.

You will work in accordance with agreed policies, procedures and practice inclusive of Health & Safety at Work requirements and Equal Opportunities.

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

You will undertake any other duties necessary to this post as delegated by the Technical Manager – Offshore Wind and EI managers.

**April 2022**