

## Energy Institute

### Job Description – Technical Manager – Data Offshore Wind

<b>DEPARTMENT:</b>	Good Practice Directorate
<b>REPORTS TO:</b>	Technical Manager – Offshore Wind
<b>JOB PURPOSE:</b>	<p>To lead on the G+ Global Offshore Wind Health &amp; Safety Organisation (G+) Health and Safety incident data to support the G+ work programme with the aim to improve health &amp; safety performance in the offshore wind industry</p> <p>To manage and deliver the sharing of lessons learned for Offshore Wind via and in cooperation with EI Toolbox.</p> <p>To support the G+ General Manager and the EI Wind Team in the strategic development of the EI's and G+'s aims and objectives with specific focus on H&amp;S incident data and lessons learned</p> <p>To support the Secretariat function for all relevant G+ work programme activity.</p>

#### NATURE AND SCOPE

As Technical Manager – Data Offshore Wind you will drive the Health and Safety incident data for the G+, which includes the sharing of lessons learned through the EI Toolbox

You will focus on the collation, analysis and presentation of H&S incident data submitted by members of the G+ to monitor industry performance and H&S trends and to identify H&S risks for the Sector. You will give the incident data meaning and context in order to support the G+ work programme and to help to lead to a reduction in the number of incidents occurring.

You will liaise with the EI Toolbox team to integrate Offshore Wind safety alerts into the web application and to support the shared learnings from high potential incidents cross sectors with specific focus on offshore wind operations.

You will work closely with colleagues, both within the Good Practice Directorate, throughout the Energy Institute and within the G+ offshore wind networks to support industry and to explore possible new areas of work and determine opportunities for developing guidance in new areas.

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

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:**

### **Lead on G+ H&S incident data:**

1. Collate, cleanse, and analyse the H&S incident data submitted by members of the G+ in an adequate database.
2. Present H&S incident data to monitor industry performance and H&S trends and to identify H&S risks. It is essential that this analysis helps industry to make improvements. It's not presenting data just for the sake of it.
3. Work closely with G+ industry contacts and the EI Toolbox team to integrate Offshore Wind safety alerts into the web application and to support the shared learnings from high potential incidents cross sectors with specific focus on offshore wind operations.
4. Support project management in the G+ technical work programme, including procurement/contracting, budgets, time management, performance and quality.
5. Work closely with and assist the G+ General Manager and EI Wind Team in delivering the G+ H&S work programme.
6. Support the G+ General Manager and EI Wind Team by providing technical, engineering, and regulatory insight on relevant offshore wind H&S issues.
7. Ensure the effective contribution of volunteers participating in Wind committees and their subcommittees.
8. Manage contractors working on funded projects as agreed through the G+ work programme.
9. Ensure that the G+ work programme aligns with the strategic requirements of its stakeholders such that it is relevant, cost effective and valued.
10. Support agreed business objectives relevant to the Wind Sector aspects of the scientific and technical programme as an integral contribution to the Technical Team's overall performance.

### **Communication and stakeholder engagement:**

11. Identify and disseminate offshore wind H&S aspects of the G+ work programme and their committee activities (e.g. articles, conference presentations, etc).
12. 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.
13. Liaise with Energy Institute colleagues to ensure co-ordination of network relations at all levels and identify cross-working opportunities.
14. Represent aspects of the G+ work programme on pertinent external stakeholder groups.

### **Business development:**

15. Through committee activities and networks assure and develop the G+ work programme, and the reputation and profile of the G+ and the Energy Institute.
16. Support the Good Practice Director in retaining and developing the funding members of the Wind work programme.
17. Identify and develop, with the support of the Good Practice Director, other funding opportunities on the back of the G+ work programme/ engagement in the offshore and onshore wind industry.
18. Identifying complementary scientific and technical business development opportunities for evaluation/progression by other EI's directorates (e.g. Development, Professional Affairs).
19. Collaborate with other organisations on activities of mutual interest.