

Specification for the role of: **Safety Case Manager**

Business area: **EHSS&Q & Compliance**

Reports to: **Safety Case Delivery Lead**

Grade: **3B**



| Main Responsibilities | |
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| Lead implementation of governance arrangements to ensure appropriate legislative, regulatory, environmental, safety and quality requirements are complied with across their area of responsibility. | |
| Develop, implement and maintain a clear strategy for the ongoing management of the safety case in line with the relevant process arrangements. | |
| Act as the customer (on behalf of the SCO) regarding safety case requirements. They will be the primary point of contact for facility safety case issues. | |
| Sponsor documentation through the safety committee (PMP, MSC). | |
| Ensure the safety case is clear, fit for purpose, pragmatic and user friendly. | |
| Provide high quality safety case advice to all stakeholders. | |
| Identify and drive improvement initiatives on safety case understanding and implementation in the workplace. | |
| Look for, use and share learning from internal and external sources and from events and good practice. | |
| Drive the training and development of safety case team members in line with the safety case workbook, career pathway and business requirements. | |
| Maintain up to date detailed knowledge of relevant legislative, regulatory and company policy, standards and procedures. | |
| Maintain a working knowledge of applicable regulations, processes and industry good practice, through attendance at relevant forums within the wider safety case community and benchmarking with other organisations. They will be responsible for managing implementation of these back in the workplace. | |
| Essential | Desirable |
| Education and Qualifications | |
| Compliance professional, educated to degree level (or equivalent), with extensive demonstrable practical & relevant experience in a safety case management role. | SCM workbook completed. |
| Experience | |
| Experienced in working in a regulated industry, detail orientated, and able to work to stringent deadlines. | Experience of a leadership role/managing a team. |
| Knowledge and skills | |
| Have a solid understanding of safety cases and their development. | Fully conversant with SLP 2.17 suite. |
| Understanding of fault identification techniques and risk assessment. | |
| Must demonstrate an ability to analyse and interpret complex information from several, sometimes conflicting or novel sources, with a proven problem-solving ability to make decisions based upon this information. | |

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| Good understanding of ALARP principles. | A thorough awareness of nuclear and conventional safety and security requirements applicable to their area(s) of responsibility. |
| Computer literate with MS Office suite. | |
| Personal attributes | |
| Excellent attention to detail. | |
| Highly motivated with the ability to communicate concepts to diverse audiences with varying skills. | |
| Experience of remaining calm under stressful circumstances. | |
| Evidence of self-motivation with demonstrable levels of drive, energy and resilience. | |
| Ability to communicate key information both verbal and written with a range of stakeholders. | |
| Ability to influence, communicate and work collaboratively with a range of stakeholders across a team and business area. | |
| Good analytical thinking skills, with experience of solving novel and possibly challenging technical issues. | |
| Good planning skills. | |
| Security clearance requirements | |
| Ability to obtain DV level security clearance (this includes but is not limited to identity, employment, financial, criminal record checks, interview plus 10 years of UK residency). | |