

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
ANNEX TO BMM		BMM - ANNEX 6
NUCLEAR TOPIC LEADS AND GROUPS AND NOMINATED SPECIALISTS		ISSUE 001
Approved By: <i>Gordon MacDonald</i>	Gordon MacDonald	Issue Date: 19/12/01
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1. Purpose & Scope

1.1 This procedure describes NSD's arrangement for Nuclear Topic Leads (NTL) and Groups, and for nominated Topic Specialists.

1.2 The purpose of Nuclear Topic Groups (as led by their Nuclear Topic Leads) is to;

1) Provide a 'Centre of Excellence' for Nuclear Topics that are undertaken across NSD. (Note: Where a Topic is confined to a single unit, a Topic Group will not be defined, as such, but the unit head will be appointed to carry out the function of a Nuclear Topic Lead as part of their day to day operational duties.)

2) Facilitate a consistent approach (in line with HSE's enforcement policy) within the Directorate for the use and maintenance of its specialist capabilities within the scope of the Nuclear Topic Group.

3) Encourage continuous improvement in the application of the skills and knowledge of the Topic Group in the pursuit of Regulatory Excellence.

4) Facilitate the training and (Continuing Professional) development of members of the Topic Group.

1.3 For NSD's purposes the scope of Nuclear Topic Groups are as follows:-

1) Those scientific and engineering subjects, as applied in the Nuclear field, which are considered to be important to NSD's regulatory activities.

2) Topics with a cross discipline and/or cross Divisional interest. (Note:

these may have limited life spans)

1.4 The purpose of Topic Specialists is to provide the Chief Inspector with a list of inspectors who will provide a point of contact for advising on specialist topics in an urgent situation.

2. Policy

2.1 A Nuclear Topic Group, and designated Lead shall be maintained for significant topics, as defined in 1.3 above, and which are not addressed within a single Division/Unit of NSD.

2.2 All Nuclear Inspector grades are expected to participate in one or more discipline related Topic Groups as appropriate to their professional background and/or sphere of activity within NSD, and to maintain an adequate level of knowledge within their technical discipline.

2.3 For groups identified under 1.3 (i) above, the Nuclear Topic Groups and Leads shall provide the focus for Continuing Professional Development (CPD) for Nuclear Inspectors where appropriate.

2.4 Nuclear Topic Groups shall act as the forum for continuous improvement in the application of specialist topics to NSD's activities.

2.5 Where appropriate, SMG may designate a Nuclear Topic Lead for a significant regulatory activity, even though there is no corresponding Nuclear Topic Group.

3. Responsibilities

Nuclear Topic Lead/Group

The NTL, in consultation with the members of their Topic group, is responsible for:

3.1 Defining the scope of their Topic area;

The full scope and boundaries of their topic area should be defined, in liaison with CALM & ICG, to ensure that all areas appropriate to NSD's regulatory activities are addressed. Where appropriate sub-topics or specialisms may be defined where these more accurately describe the competence area of the specialist staff.

3.2 Seeking to achieve consistency of application of regulatory activity relating to their topic area.

A strategy for monitoring regulatory activity relating to their topic area should be devised, to enable the lead to advise and guide on the consistency of application in

their topic area across the work of the Directorate.

3.3 Coordinating/providing relevant operational and policy advice;

The Lead should facilitate the provision/coordination of advice across the Directorate on operational matters to assist in the resolution of difficult regulatory decisions, relevant to that lead area. They should also act as a focus for revealed or judged instances of where specialist attention is desirable in relation to a particular site, or licensee or where cross divisional inspection themes would be advantageous. When such cases are identified, they should ensure that these are brought to the attention of the appropriate management, with an appropriate justification and providing links to the strategic plan. The NTL shall also be the point of contact with SPD on matters relevant to policy, in particular to provide advice, as they see fit, on relevant emerging issues which may have an impact on policy development.

3.4 Where relevant, assisting in the resolution of technical disputes within their topic area;

When requested, the Lead should help resolve, by the provision of independent advice, technical issues within their topic area where there is dispute/disagreement relating to a regulatory decision, between both technical experts and between a technical expert and project/site inspector.

3.5 Acting as the Directorate's spokesperson for their topic area;

The Lead should act as the Directorate's spokesperson for their topic area, and be the point of contact for the provision of authoritative commentary on behalf of the Directorate in response to external questioning relevant to their topic area.

3.6 Ensuring the maintenance of standards/guidance in their topic area;

The Lead should be the point of contact for the provision of advice on the application of standards/guidance in their topic area. The lead should facilitate (or lead) the Group to review, identify gaps & improvements, and to co-ordinate the production and maintenance of a documented and up-to-date set of technical information which adequately defines the principles, practice and quality standards guiding the regulatory application of their topic area.

3.7 Advising on NSD's external activities in their topic area;

The Lead should act as a focus for providing advice to the Directorate in relation to any external activity (HSE, national, international) relevant to the technical/topic area, including co-ordination of attendance/participation in conferences, presentation of papers and international standards associated with their topic area. (see Associated Documents 6.1 and 6.2)

3.8 Where relevant, advising on relevant research activities and disseminating the results of research;

The Lead should facilitate the group to provide advice on research adequacy future needs etc., and stimulate the sharing of specialists' awareness/knowledge of ongoing research activities relevant to the topic area (sponsored by NSD, HSE, UK's licensees, nationally or internationally) and thereby seek to ensure that the associated interests of the Directorate are appropriately addressed. They should also disseminate the results of research to members of the Topic Group.

3.9 Advising on training and development within their topic, as appropriate;

The Lead should, on request, advise line managers, HRMU and members of the topic group, on the training and (continuing professional) development needs of staff for their topic area.

3.10 Advising SMG on the adequacy of resourcing and recruitment in their topic area;

The Lead should keep in mind the adequacy of the Directorate's current and future resourcing in relation to their area, and advise SMG accordingly, providing assistance, as may be needed, in support of specialist vacancy filling, and advising & informing the CDRG process.

3.11 Where relevant, maintaining a list of Inspectors who are qualified and/or practising within their topic area (i.e. the members of the Nuclear Topic Group);

The Lead should arrange for a list of members of their topic group to be maintained. This list should detail any particular specialism within the Topic Group area and should be reviewed at least annually.

3.12 As appropriate, assisting in the maintenance of a list of nominated Topic Specialists.

The Lead shall agree and appoint from within their Topic Group those who will act as the point of contact on particular specialisms for the Chief Inspector in urgent situations. The names of those appointed and their specialisms will be supplied to the Director's Office. The NTL will review the list of Topic Specialists annually and shall notify the Directors office if there is a change of appointee.

3.13 Ensuring the continuity of their Topic Lead on job handover:

The Lead shall ensure that, on changes of job, appropriate arrangements are made to ensure the continuity of the Lead function they were undertaking

Line Managers

3.14 Line managers should consult the relevant NTL in respect of training and development activities to support CPD.

3.15 Line managers should discuss with, and advise their staff, on which Nuclear Topic Groups they should participate in.

3.16 Line managers should appraise NTLs of any occurrence that may influence the advice the NTL would provide on operational matters in their topic area.

3.17 Line managers shall consult the NTL on any proposed attendance at conferences, presentation of papers or external activities relating to the NTL's topic area.

Inspectors

3.18 Inspectors shall ensure that they are recorded as members of at least one discipline related Topic Group, representing either their professional background, or their current or recent sphere of activity within NSD.

3.19 Inspectors, in consultation with their line managers, should ensure that the appropriate NTL is informed of any instances where a specialist focus is desirable in respect of a particular site or licensee.

Topic Specialists

3.20 Topic Specialists shall keep their knowledge and awareness of matters relating to their specialist topic up to date and maintain their competence through effective CPD activities.

HRMU

3.21 The Human Resource Management Unit shall maintain the list of Nuclear Topic Leads, Nuclear Topic Groups and group members.

Director's Office

3.22 The Director's Office shall hold and maintain the list of nominated Topic Specialists. The Director's Office shall arrange for the list to be sent to the NTLs for review at least annually.

SMG

3.23 The SMG members should consult all NTLs for advice on resources prior to the annual CDRG.

4. Definitions

4.1 CALM - Corporate Assessment Liaison Meeting.

4.2 ICG - Inspection Co-ordination Group.

4.3 CDRG - Career Development Review Group.

5. Procedure

Definition of Nuclear Topic Groups

5.1 The list of Nuclear Topic Groups shall be agreed, by consensus, through CALM & ICG, and ratified by the SMG.

5.2 Proposals for addition/removal of Nuclear Topics Groups shall be agreed by CALM & ICG, and ratified by the SMG.

5.3 CALM & ICG shall review the list of Topic Groups every 2 years.

Appointment of Nuclear Topic Leads

5.4 CALM & ICG shall nominate suitably qualified and experienced staff members to act as Nuclear Topic Leads. SMG shall consider these nominations for endorsement, and the Chief Inspector will issue a letter of appointment accordingly.

5.5 Leads shall be the most senior suitable person within the organisation, and will normally be a Band 1, Superintending Nuclear Inspector. However, there is no bar on Band 2 or 3 staff undertaking the Lead role where they are the most appropriate person.

They must be:-

- 1) Recognised and accepted within the Directorate as commanding sufficient personal standing and respect to be able to represent the Directorate's interests, dependably and with authority, on all matters concerned with the topic area.

- 2) Preferably possessing a direct specialist knowledge and experience of the nominated specialist topic area, or alternatively, based upon other comparable knowledge and experience, able to quickly acquire

and exercise a sufficient understanding to be effective as an 'intelligent manager'.

Nuclear Topic Group Meetings.

5.6 The Nuclear Topic Leads shall where relevant, convene meetings of the Nuclear Topic Groups at least once per year.

5.7 Where appropriate, any documentation relating to the formation and workings of the Nuclear Topic Groups shall be filed on the appropriate file in the NUC 138/- series.

5.8 The chair of CALM will facilitate a meeting of NTLs that have Nuclear Topic Groups at least once a year.

6. Associated Documents

6.1 STD/006 Iss 1- Submission, Clearance and Approval of Papers for Publication.

6.2 BSS/HRM/023 Iss 1- NSD Participation in Conferences.