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| **Role Title** | Technical Author |
| **Reports to** | Head of Technical Programme Delivery |
| **Level** |  |
| **Location** | Nationwide |



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| **Overview**  |
| Great British Nuclear (GBN) is a new government arm’s length body supporting the delivery of Britain’s energy security and net zero, making sure that we can power Britain from Britain sustainably. It has been set up to turn nuclear ambition into reality. GBN’s first step was to start the technology selection process for Small Modular Reactors (SMRs) in July. SMRs can potentially be quicker to deploy and less expensive to build than traditional nuclear power plants because they are smaller, have factory based modular manufacturing, and more flexible deployment options. GBN is aiming to deliver fast, based on a supportive and collaborative culture which values equality and diversity and creates an inclusive workplace. It draws on deep nuclear expertise – its Executive Committee has over 100 years of nuclear experience in this country and abroad. And it can unlock billions of pounds of private and public investment from design to operation, helping to get sites ready for development, and working to grow manufacturing capacity and skills capability. Our activities will be driven by our values, which are:Trust - We prioritise **safety**, we act **responsibly** and with **integrity**. Collaborative - We work as a **team**; we value **diversity** and **expertise**. Challenge - We are **curious** and **courageous** in the way we **think** and **act**. Care - We are **thoughtful**, **inclusive** and **respectful** of others.  Drive - We **get things done** and we **make a difference**. If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend an interview, please contact us at recruitment@gbnuclear.gov.uk and we will talk to you about how we can assist.**PLEASE NOTE THAT ALL APPLICANTS WILL REQUIRE PERMISSION FROM THEIR EXISTING LINE MANAGER TO APPLY, AND THAT ALL SECONDMENTS WILL BE UNDERTAKEN ON YOUR EXISTING SALARY/T&Cs.** |
| **Job profile** The Technical Author plays a crucial role in creating, reviewing, maintaining, and updating technical documentation related to GBN’s programme and project delivery activities. You will translate complex technical information into clear, concise, and accurate documents. Technical documents will be generated for a wide range of purposes, including recording GBN’s technical decisions, providing baseline programme and project information, submissions to regulators and other external stakeholders, and communication of technical positions internal to GBN and within Government. Documents will be required to be produced in line with GBN’s requirements, document management system and any relevant regulatory standards. |
| **Responsibilities:*** Generate, review and maintain documentation, for example (although not limited to):
	+ Reports that record technical decisions, options analysis or information for use by the programme and project team, including supply chain organisations.
	+ Technical papers or slide packs for communication to the GBN senior leadership team, executive members and the Board.
	+ Technical papers or slide packs for stakeholders across Government.
	+ Submissions to regulatory bodies.
	+ Role descriptions.
	+ Annual departmental plans and reports.
	+ RACI (Responsible, Accountable, Consulted, and Informed) charts.
* Collaborate across GBN to gather complex technical information, ensuring a complete understanding of relevant information.
* Analyse and translate technical data, requirements, designs, and specifications into clear, concise, and user-friendly documentation for diverse audiences.
* Develop and maintain documentation that meets stringent quality standards, focusing on accuracy, clarity, and regulatory compliance.
* Employ problem-solving skills to identify discrepancies, inconsistencies, or gaps in existing documentation, proposing solutions and collaborating with stakeholders to improve accuracy.
* Adhere to established documentation standards, style guides, and configuration management processes.
* Participate in technical reviews, ensuring documentation accuracy and addressing feedback from stakeholders.
* To demonstrate a delivery-focused mindset that is able to meet deadlines and deliver high-quality work.
* Contribute to continuous improvement of documentation processes, identifying opportunities to streamline workflows, enhance templates, and improve overall document quality.
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| **Knowledge, Skills and Experience required:*** A good understanding of technical concepts, principles, and terminology relevant to the nuclear industry.
* Demonstrate familiarity with nuclear industry regulations, standards, and technical documentation best practices.
* Strong writing and editing skills, with the ability to communicate complex technical information in a clear, accurate, and accessible manner.
* Attention to detail and commitment to producing error-free documentation that meets industry standards.
* Familiarity with technical documentation tools and software.
* Strong interpersonal and communication skills to collaborate effectively with engineers, scientists, and other stakeholders.
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| **Qualifications**Bachelor's degree or relevant work experience in Engineering, Science, Technical Communication, or a related field. |