

Program Manager-Practices

Job Description

Exempt, Full-time

Reports To: Program Director

Location: Charlotte, NC

Position Overview

The Program Manager-Planning and Modeling Practices leads and supports the Planning and Modeling practices program area. The Program Manager works closely with the Program Director-Practices, other NATF staff, and members to develop and execute the program.

The Program Manager performs assignments independently and as part of a team, with guidance from supervisor on overall objectives, critical issues, new concepts, unusual developments, and policy matters.

The Program Manager translates strategic and organizational goals into tactical plans at the program level.

Qualifications

Minimum education and experience

- Ten years electric power industry experience
- Bachelor's degree or equivalent in a relevant area
- Five years of progressively responsible assignments in electric transmission system planning and modeling
- Experience performing transmission reliability studies, including voltage, thermal, transfer limit, short circuit, and stability assessments
- Knowledge of software tools used to model transmission systems and perform planning studies
- Understanding of NERC TPL and MOD standards and how these standards affect the transmission planning process

Preferred experience

- Experience in planning on systems with significant and/or increasing penetration of variable energy resources
- Experience in electric transmission system protection and control
- Advanced degree in a relevant area
- Experience with NATF programs
- Evidence of increasingly demanding leadership experience

Knowledge, skills, and abilities

- Ability to work as part of a matrixed team
- Excellent meeting facilitation skills, including use of conferencing tools to professionally facilitate meetings with multiple presenters and several hundred participants
- Ability to use Microsoft Office tools to create high-quality presentations and documents consistent with corporate standards
- Excellent oral and written communication and presentation skills
- Sound project management skills
- Evidence of initiative, self-direction, and motivation, as well as critical and creative thinking skills
- Ability to effectively manage multiple tasks and a large volume of work
- Flexibility and adaptability

Position Description and Major Duties

Practice area coordination

- Cultivate strong relationships with subject-matter experts in assigned area; encourage participation to leverage expertise from across the membership
- Organize and facilitate projects to develop technical and process guidance to support member processes in the assigned area
- Interact with member leadership, NATF CEO and staff, and others to support NATF organizational objectives, to identify emerging issues, and adjust activities accordingly
- Communicate program area initiatives and achievements to different audiences

Peer review and assistance support

- Lead and/or participate on selected peer reviews and assistance activities
- Identify and scope discrete technical and process assistance activities

Knowledge management support

- Coordinate with knowledge management functions (metrics, operating experience, and surveys) to collect and analyze performance data and operating experience
- Facilitate knowledge transfer to practice groups via surveys, discussions, and benchmarking

General

- Follow corporate policies and procedures
- Model behaviors, including accountability, to achieve continued reliability advances
- Develop and deliver selected training to staff and members
- Provide input on the strategic direction of the organization
- Provide recommendations to improve integration of various programs; provide input on creation and adjustment of work plans for all program areas
- Support CEO in development of corporate policy, process, and other documents
- Other duties as assigned

Key behaviors and expectations

- Be an influential leader (staff is not directive, but our influence helps members advance)
- Excellence starts at home (to help members excel, staff need to walk the talk)
- Stay focused on the mission and vision (prioritize action accordingly)
- Be personally accountable (honor commitments, be resourceful, offer solutions)
- Be a good teammate (place team performance above self)
- Treat each member employee as a highly valued customer
- Remain aware of assigned members' engagement and issues affecting their organizations
- Help overcome barriers to additional engagement; escalate problems as needed

Travel requirement

- This position requires 10-25% travel