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PERFORMANCE • CREATIVITY

Nuclear Decommissioning Authority

Candidate Brief

Category Manager – Multiple roles

- **Property**
- **Capital Projects & Infrastructure**
- **Manufactured Products & Waste Services**

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Welcome

The Nuclear Decommissioning Authority (NDA) is a non-departmental public body created through the Energy Act 2004 to ensure the safe and efficient clean-up of the UK's nuclear legacy. The mission of the NDA group is clear; 'To clean up the UK's earliest nuclear sites safely, securely and cost-effectively with care for people and the environment.'

We are part way through a period of considerable change and the way in which we organise ourselves is evolving. We are transforming how we manage some of our businesses to find more effective and efficient ways of providing nuclear clean-up and decommissioning on behalf of the taxpayer. This has led to the creation of One NDA, which at its core is a group of businesses unified by our mission, working together more effectively and efficiently. There are around 16,000 people who help to deliver the NDA mission and they make up one of the most advanced nuclear workforces in the world. One NDA plans to capitalise on this wealth of experience and talent, harnessing the opportunities that come from the scale and breadth of our group.

The purpose of Commercial within the group is to ensure that in both revenue generation and procurement activities, the commercial strategy is clear and compelling, risks are understood and managed, best practice is followed and maximum value for money is delivered. By doing so, we aim to be seen by government and the supply chain as a commercial exemplar.

At this exciting time, the Commercial function of the NDA is seeking to appoint three high Calibre Category Managers to lead the day-to-day management of procurement / category management activity for one of three business areas: Capital Projects and Infrastructure, Manufactured Products & Waste Services, and Property.

You must be able to demonstrate the ability to work collaboratively across the wider NDA group, utilise your commercial and technical expertise, combined with strong stakeholder management capability to develop robust category strategies aligned with a range of complex and diverse stakeholders to drive value for money for the taxpayer.

I hope you will join us in playing a part in shaping the future of NDA and contributing to our mission of delivering safe, sustainable and publicly acceptable solutions to the challenge of nuclear clean-up and waste management.

Regards
Samantha Bromiley
Procurement and Supply Chain Director
NDA

May 2021

Background

Our role

Dealing with the past, protecting the future.

Our Vision

Our vision is for the mission to be delivered safely, securely, effectively, transparently and creatively; for the NDA to be a great place to work; and for us to be leading the nuclear sector and doing more across the world.

Our Organisation

The Nuclear Decommissioning Authority (NDA) is a non-departmental public body established under the Energy Act 2004. Under the Energy Act 2004, the NDA owns 17 nuclear sites across England, Wales and Scotland (some dating back to the 1940s) plus the associated liabilities and assets.

The NDA is responsible for the operation, decommissioning and clean-up of nuclear reactor and research sites in the UK. The programme of work to deliver this is projected to take over 100 years and cost Her Majesty's Government (HMG) over £100 billion.

The NDA reports to the Department for Business, Energy and Industrial Strategy (BEIS), although for some aspects of work in Scotland it is responsible to Scottish ministers.

Lead, Assure, Transfer, Collaborate

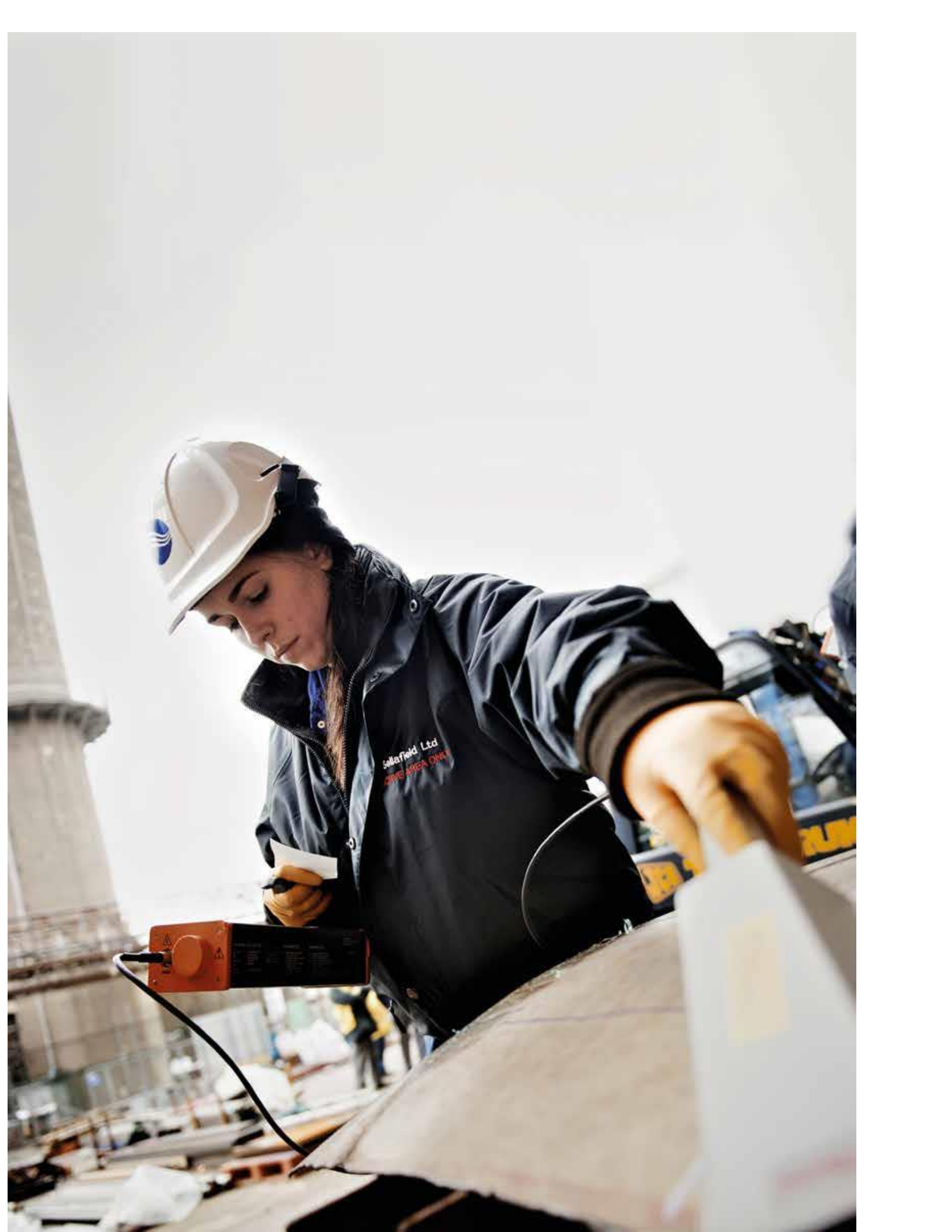
Our role is to lead, assure, transfer and collaborate with our businesses who we entrust in delivering our strategy.

- We lead by defining the UK's approach and setting expectations for the businesses
- We govern by holding the businesses to account and ensuring value for money and probity
- We share by identifying opportunities to leverage our scale across the Group and clean-up the legacy more efficiently and effectively
- We engage on behalf of the NDA nuclear family to secure funding from Government and ensure stakeholder support

Our values are the standards we set for ourselves and the culture of the organisation is the way those values are reflected in our behaviours and actions.

Some facts and figures

- NDA spends £3.2billion a year on the operations, decommissioning of nuclear power stations in UK. The NDA owns 17 nuclear sites across the UK.
- The decommissioning programme is expected to take over 100 years and cost over £100billion.
- NDA is effectively a corporate centre and delivers the decommissioning through the rest of the NDA group which comprises subsidiaries and Site Licence Companies. SLCs hold the licences to operate the individual sites.



NDA group spend

The NDA group has an annual budget of circa £3.3bn with an annual supply chain expenditure of circa £1.9bn (which includes circa £220m of inter-group trading), with £1.7bn entering the supply chain at Tier 2.

Each business is subject to Public Procurement Regulations and the NDA Corporate Centre is responsible for enhancing these with guidance and best practice for the benefit of the taxpayer and supply chain.

Each business publishes its own procurement pipeline, in line with Government guidelines, and develops its own commercial strategy based on the specific requirements for its site. The group procures a wide range of goods and services from stationery to complex one-of-a-kind nuclear facilities, with values ranging from £10s to £100m. Durations also vary dramatically from just in time through to projects and programmes lasting decades.

Job Profile

Our purpose

The purpose of Commercial within the group is to ensure that in both revenue generation and procurement activities, the commercial strategy is clear and compelling, risks are understood and managed, best practice is followed and maximum value for money is delivered. By doing so, we aim to be seen by government and the supply chain as a commercial exemplar.

Commercial functions in the group are responsible for managing commercial activities within their delegations and ensuring compliance with each of the policies, processes and protocols.

The Roles

Reporting to the relevant Head of Category, the postholder is responsible for leading the development and execution of an NDA group-wide sub-category strategy/strategies of each category being appointed to.

Working collaboratively across the wider NDA group, each postholder will use their stakeholder management skills, commercial and technical expertise to develop credible category strategies, gain buy-in from complex and diverse stakeholders to ultimately drive value for money for the taxpayer.

Brief details of the three category areas are:

Capital Projects & Infrastructure - Focused on activity to support NDA's mission, typically within a nuclear environment. Sub-categories include Decommissioning, Demolition, Remediation, Construction and associated services.

Manufactured Products & Waste Services - Focused on items associated with operating in the Nuclear environment. Sub-categories include Containers & Packaging, Waste Services (Disposal, Analysis, Treatment), Capital Equipment and Transport.

Property – Focused on FM/property related services to support the safe and effective operations across the various sites and to maintain and develop the extensive property portfolio across the group. Sub-

categories include Facilities Management (Hard and Soft services), Security (services and technology), Utilities, Building (new builds and fit-outs), Property projects and Estates Management services.

Key Accountabilities of each post

- Maintains stakeholder relationships (Commercial, Finance and Technical and both internal and external to the NDA Group) to support the development of sub-category strategies and/or procurement strategies for the Group, in alignment with the NDA mission.
- Validates and assures that the pipeline of projects specific to their sub-category are mapped and understood, governs prioritisation, compliance, risk and value for money.
- Leads or assures on procurement activities performed within their sub-category; this may include the design, analysis, negotiation and evaluation of tenders or assurance/management of existing contracts.
- Ensures timely completion of procurement activities to maintain compliant continuity of supply whilst guiding the business on the correct routes to market and associated timing.
- Take accountability for delivery against sub-category specific targets, including cost reduction, contract management, supplier performance, supply-base rationalisation and SME compliance.
- Be regarded as a competent and professional commercial/sub-category subject matter expert, ensuring innovation, industry best-practice and continuous improvement across the function.



Person profile

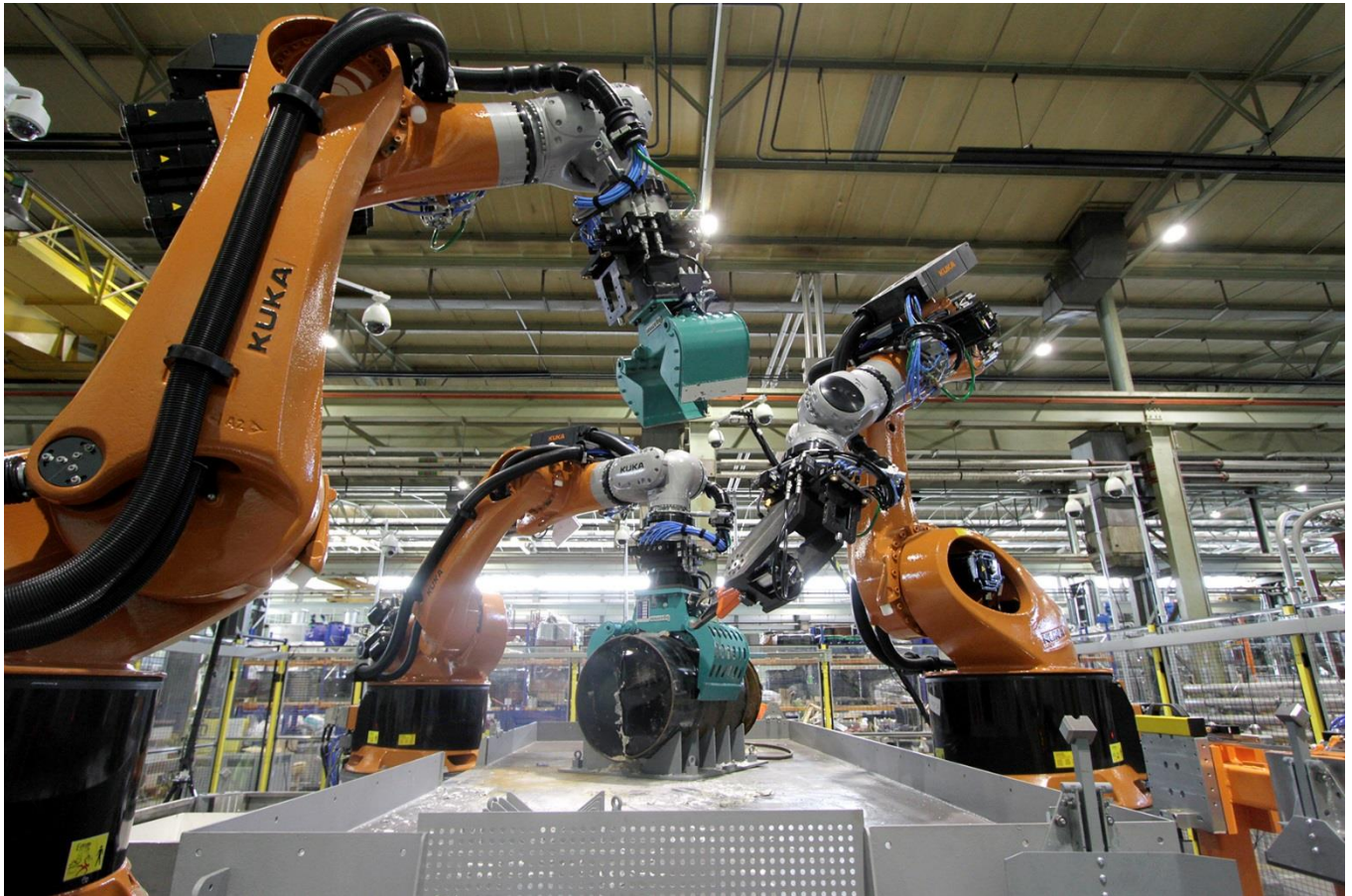
Knowledge, Skills and Experience required:

- Shares and demonstrates the NDA values of, Respect, Openness, Collaboration, Performance and Creativity.
- Achieved ADC Grade A or B (ASR) at Commercial Lead (Level 7) **or** has MCIPS, expert membership of IACCM, MRICS, IMECHE as appropriate for the different categories **or** equivalent professional qualification and obtains/deemed capable of obtaining A or B(ASR) Grade within 18 months of assuming role.
- For levels 5 & 6 - solid and proven commercial experience in a complex organisation and preferably working towards MCIPS, expert membership of IACCM, MRICS or equivalent professional qualification.
- Experience in managing OJEU procurement activity or procurement activity in a similarly regulated environment (Desirable).
- Analytical mindset, commercial acumen, with competent influencing and negotiation skills.
- Public sector experience may be beneficial but is not an essential requirement for the roles.
- Applications from candidates with professional quantity surveying, engineering or relevant property experience who have gained additional or limited commercial, procurement or supply chain experience will be considered.

The NDA values the unique differences that each work colleagues bring to work every day and are committed to creating an environment where everyone feels respected, included and able to perform at their best.

The NDA are committed to creating a workplace that is diverse and inclusive, and therefore particularly welcome applications from women, BAME, LGBTQ+ and disabled candidates.

The NDA are happy to talk flexible working.



Terms & Conditions

Salary

We offer a competitive salary, commensurate with experience.

Bonus

This role comes with a performance-related bonus of up to 30%, depending on individual and corporate performance.

Civil Service Pension

You will be eligible for the Alpha, Career Average pension scheme.

Holidays

The holiday year is January to December, and annual leave entitlement is 30 days plus eight days Bank Holiday. In addition, we have a facility where employees can buy or sell up to five days annual leave per year.

Location

Hinton House, Warrington, Cheshire or Herdus House, Whitehaven, Cumbria. The NDA is happy to talk flexible working.

Application and appointment

The NDA is very keen to discuss these opportunities with individuals who can demonstrate strong personal experience in delivering commercial category management procurement services in large public or private sector matrix organisations.

As these are high-profile roles, you will possess highly developed communication, influencing and negotiating skills, both written and oral, with an ability to build strong relationships and influence senior stakeholders. You will be a key resource in terms of commercial procurement, providing services and advice to different areas of the NDA business.

The NDA values the unique differences that each of our colleagues brings to work every day and is committed to creating an environment where everyone feels respected, included and able to perform at their best.

To discuss this role in confidence, please contact Laurence Wolahan M 07985 443 826 or Justin Dargis M 07474 531 829 of Hays Executive.

Or

[Click here](#) to visit the campaign microsite to upload your resume and covering letter, stating why you are the ideal candidate for the position of Category Manager at the NDA. Do indicate which of the three posts you are applying for (you can apply for more than one post) and include details of the current remuneration package.

Closing date for applications:	6th June 2021
Preliminary interviews:	Two weeks to 25th 2021
NDA interviews:	Two weeks to 2nd July 2021

Please note: The above dates maybe subject to change