



In partnership with

HAYS Executive

Nuclear Decommissioning Authority Information Security Manager

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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 Security and Corporate Services function within the NDA provides the necessary functional support activities within the NDA Group, which ensures that the domains of Information Communication Technology, Information Governance, Information Security, Security & Resilience and Corporate Services, operate securely, creatively, transparently and effectively in the delivery of the NDA mission.

At this exciting and challenging time, the NDA is seeking to appoint an

Information Security Manager who will provide risk management and assurance for the network and systems in the NDA and its supply chain.

You must be a proven information security professional with experience of management and record keeping for UK government-issued cryptographic material in the role of Cryptographic Custodian for NDA Group. You will have the ability to proactively build relationships with a range of senior stakeholders across the NDA.

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

Matt Shreve
NDA Group CISO
March 2022

The NDA

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, GOVERN, SHARE, ENGAGE

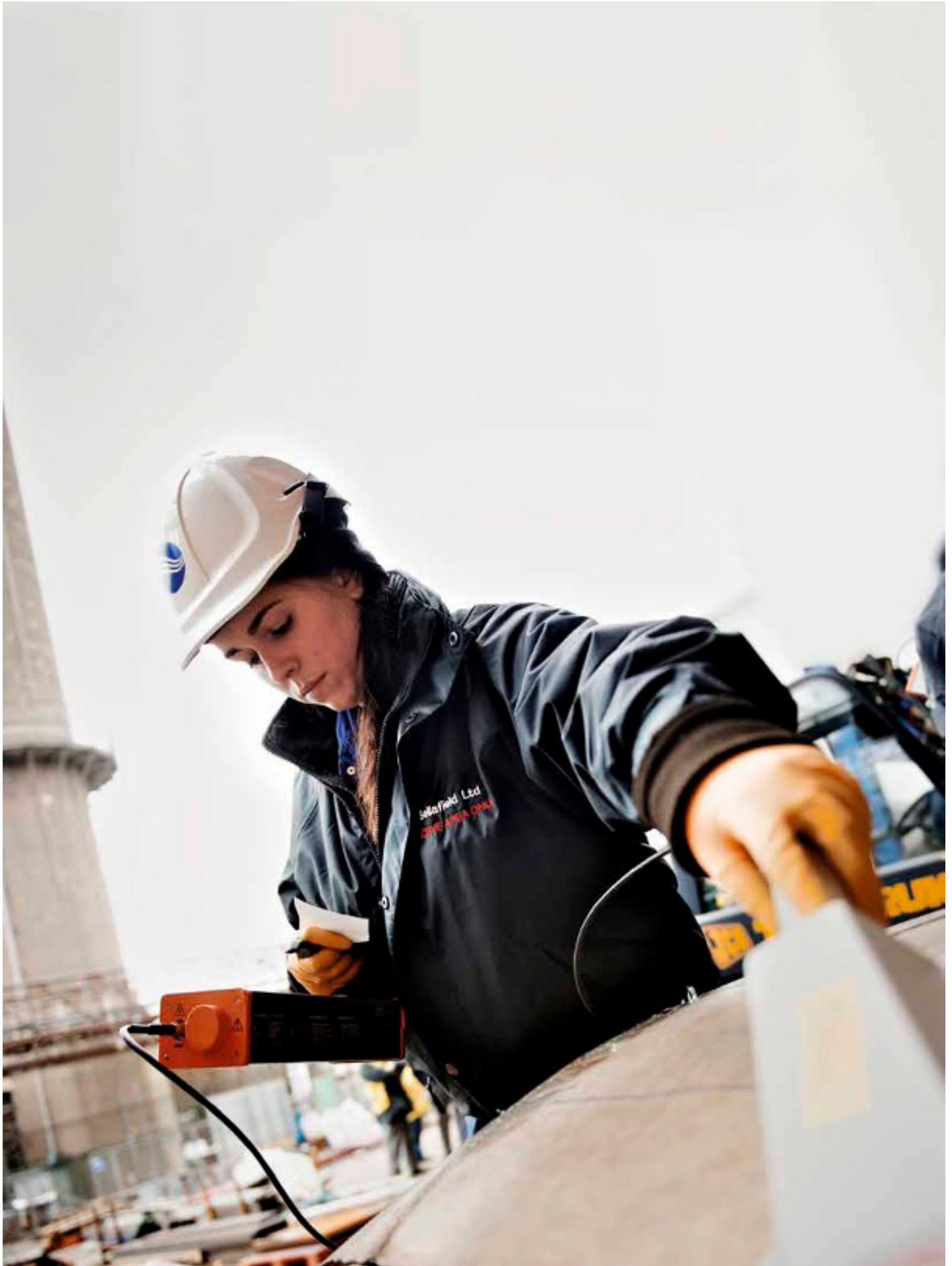
Our role is to lead, govern, share and engage our businesses who we entrust in delivering our strategy.

- 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 delivers decommissioning through the rest of the NDA group which comprises subsidiaries and Site Licence Companies. SLCs hold the licences to operate the individual sites.



Job Profile

SECURITY AND CORPORATE SERVICES

OUR PURPOSE

Security and Corporate Services (S&CS) within the NDA provides the necessary functional support activities within the NDA Group, which ensures that the domains of Information Communication Technology (ICT), Information Governance (IG), Information Security (IS/Cyber Security), Security & Resilience (S&R) and Corporate Services, operate securely, creatively, transparently and effectively in the delivery of the NDA mission.

S & CS ACCOUNTABILITIES

The S&CS Functional effort is to enable mission progress. To help the five disciplines work together on this common goal, this strategy has identified four foci of interest for the business. These foci define how the disciplines will Lead, Govern, Share, Engage and map to priorities in each of the five disciplines. It is fundamentally important that the needs of the business are driven by agile functions delivering their part of the decommissioning mission. How S&CS engage and guide to facilitate that activity is a key success factor for the NDA group.



THE ROLE

Reporting to the NDA's Chief Information Security Officer (CISO), the Information Security Manager provides risk management and assurance for the network and systems in the NDA and its supply chain. This role will focus on all aspects of Information Risk Management and Information Assurance, from both an operational and technical perspective.

KEY ACCOUNTABILITIES

- Management and record keeping for UK government-issued cryptographic material in the role of Cryptographic Custodian for NDA Group
- Management of the NDA Group's secure communication system; managing user access, reporting on usage and representing NDA at user group forums
- Provide specialist advice and guidance to senior managers on information security issues
- Managing the NDA information security capability, developing and implementing good practice
- Deliver against the Corporate information security obligations, offering technical support to senior managers and staff
- Analyse metrics, implement assurance reviews and closely monitor the Corporate information risk exposure and response to cyber-security events
- Support the NDA CISO and NDA Group CISO to ensure oversight of information security activities undertaken by NDA and NDA Group
- Support cyber incident response arrangements in the NDA, liaising with government and UK Civil Nuclear Sector
- Support and implement assurance assessments of information security capabilities and their performance within NDA, NDA Group and the supply chain
- Provide assurance of cyber security in new and existing ICT systems
- Manage assurance of network and systems in the NDA and its supply chain through a formal risk management methodology



Person profile

THE SUCCESSFUL CANDIDATE WILL BE ABLE TO DEMONSTRATE

- Shares and demonstrates the NDA values of, Respect, Openness, Collaboration, Performance and Creativity
- Ability to simplify complexity, standardise our approach, insert discipline and drive focus
- Ability to combine planning and execution with hands-on, day to day information risk management activities
- A true and trusted advisor and team player, committed to serving the public interest
- Resilience, agility and diplomacy to deal with ambiguity, complexity and change
- Adaptability and flexibility to support changing business need
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CANDIDATES MUST EITHER HOLD OR BE CAPABLE OF ACHIEVING DV SECURITY CLEARANCE

We value the unique differences that each of our 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.

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

We are happy to talk flexible working.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Educated to Degree level or equivalent, ideally in computer, science, cyber-security or equivalent higher qualification
- Experience of information security, assurance and risk management
- CISM, CISA, CISSP or demonstrable similar experience gained during employment
- Demonstrable commitment to maintain technical competence and awareness
- Understanding of information security (including the physical and personnel aspects of protecting networks, information and assets)
- Knowledge of the UK Civil Nuclear Sector and the political environment is desirable
- Excellent communication skills and a track record of relationship building
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Terms & conditions

SALARY

We offer a competitive salary, commensurate with experience.

BONUS

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

CIVIL SERVICE PENSION

You will be eligible for the Alpha, Career Average pension scheme. The NDA contribute circa 27%.

HOLIDAYS

The holiday year is January to December and annual leave entitlement is 30 days plus 8 days Bank Holiday. In addition, we have a facility where employees can buy or sell up to five days annual leave per year.

LOCATION

Warrington, Cheshire or Whitehaven or Cockermouth
Cumbria or Bristol or Harwell, Oxfordshire

The NDA is happy to talk flexible working.

Application and appointment

NDA is very keen to discuss this opportunity with individuals who have demonstrated strong personal experience in delivering group information security services with exposure to the management and record keeping for UK government-issued cryptographic material in the role of Cryptographic Custodian for NDA Group.

As this is a high-profile role 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 cyber and information security, providing services and advice to different areas of the NDA business. To discuss this role in confidence, please contact Laurence Wolahan M 07985 443 826 Hays Executive. To apply, please forward your resume and covering letter, stating why you are the ideal candidate for the position of Group Cyber Operations Security Manager at the NDA to laurence.wolahan@hays.com.

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

To apply, please upload your resume and covering letter, stating why you are the ideal candidate for the position of Information Security Manager at the NDA through <https://webmicrosites.hays.co.uk/web/onenda>

Please also include details of current remuneration package.

Closing date for applications:	24th April 2022
Preliminary interviews:	Week commencing 2nd May 2022
NDA interviews:	Week 9th May 2022

Please note: The above dates may be subject to change

EQUAL OPPORTUNITIES

The Nuclear Decommissioning Authority is committed to encouraging equality, diversity and inclusion in our workplace. If you are a suitably qualified applicant we'll welcome your application whatever your gender, race, disability, religion, belief, sexual orientation, marital status or age.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

