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## International Relations Manager

Role title	International Relations Manager	Salary Range	£49,130 - £57,800 dependent on skills and experience
Function	Strategy	Role Level Range	6-7
Base Location	Flexible – Herdus House, West Cumbria, Hinton House, Warrington; London or Harwell, Oxfordshire  Hybrid working available with 40% of time in an NDA office	Role Type	Permanent or secondment opportunity
Reports to	Head of International Relations (Tom Rookes)	Closing Date	05 January 2025

*Please note: interviews will take place week commencing 27<sup>th</sup> January 2025.*

### The opportunity and your impact:

Join the NDA group as an International Relations Manager and play a pivotal role in shaping and advancing our global partnerships and international engagement activities. You will be at the forefront of international collaboration in nuclear decommissioning and waste management, helping to deliver our mission to safely and efficiently clean up the UK's earliest nuclear sites. Through your work, you will facilitate strategic international relationships, represent the NDA group on a global stage, and help ensure that international best practices and innovative approaches are applied within the NDA group. Your efforts will be integral to delivering the NDA group's international relations strategy to facilitate our mission delivery, provide international leadership on decommissioning and waste management, and support wider UK benefits.

### Hear from the hiring manager, Tom Rookes:

"This is a rare and exciting opportunity to work on international issues that are at the heart of nuclear decommissioning and waste management, with real-world impact and influence. You'll be joining a collaborative and dynamic team, engaging with leading organisations, and helping shape the future of one of the most complex and rewarding sectors globally."

### The Role

As the International Relations Manager, you will oversee and coordinate a portfolio of international activities across the NDA group, focusing on North American and European decommissioning and

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waste management organisations, as well as key multilateral organisations such as the IAEA. In this role, you will facilitate strategic partnerships, represent the NDA group at international forums, and work to deliver a coherent, aligned international relations strategy to facilitate the NDA group's mission delivery, provide international leadership on decommissioning and waste management, and support wider UK benefits.

### Key Accountabilities

- Lead, support, and coordinate the NDA group's portfolio of international activities, with a focus on North American, European, and multilateral decommissioning and waste management organisations.
- Negotiate, establish, and manage bilateral and multilateral agreements that advance NDA group objectives.
- Represent the NDA group at international forums, conferences, and working groups, promoting UK expertise, ensuring the application of best practice domestically, and facilitating sharing of lessons learned and experience internationally.
- Develop and maintain relationships with key overseas stakeholders, including decommissioning and waste management organisations, regulatory agencies, government departments, and international organisations.
- Collaborate with international relations teams across the NDA group and other internal stakeholders to ensure that international activities are coherent, aligned, and well-coordinated, leveraging cross-departmental collaboration to achieve group-wide goals.
- Drive process development and implementation to ensure effective coordination and monitoring of international strategies and initiatives.
- Support the development and delivery of international projects and collaborations to meet NDA group objectives and UK commitments.

### Knowledge, Skills, and Experience Required:

- Portfolio Management: Proven ability to develop, monitor, and implement processes for a portfolio of international activities, aligning group-wide efforts.
- Project Management Expertise: Strong organizational skills and experience in delivering projects within a complex, multi-stakeholder environment.
- Communication Skills: Excellent communicator, networker, and negotiator with the ability to engage at all levels across varied cultures and sectors.
- Nuclear Industry Knowledge: Familiarity with NDA group activities and UK nuclear decommissioning strategies, spanning scientific, technical, operational, and policy domains.
- Interpersonal Aptitude: High levels of tact, diplomacy, commercial insight, and cultural awareness.

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- Adaptability: Capable of managing the demands of international travel and dynamic global engagement.

### Professional Development Opportunities

This role offers significant opportunities for growth and professional development, including exposure to high-profile international engagements, leadership within key global initiatives, and the chance to build a network of contacts and partnerships within the global nuclear sector.

All applicants from the NDA Group of companies may be eligible for protection of certain elements of their T&Cs when voluntarily taking up employment with another NDA Group Company. If successful in your application, your existing Group Employer's HR team will collaborate with the new Group Employer's HR team to ensure that the appropriate protections are implemented into your contract offer. For further details, please contact a member of your current HR team.

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 NDA, we are committed to creating a workplace that is diverse and inclusive. We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the communities we support. Currently, we are underrepresented in some areas, and would particularly welcome applicants from Women, Black, Asian and Ethnic Minorities, LGBTQ+ and candidates who have a disability.

NDA is a member of the disability confident scheme, when requested we will make reasonable adjustments to the recruitment process and we guarantee to interview all candidates who have a disability who meet all of the essential criteria for the vacancy.

We are happy to discuss flexible working. We will also make workplace adjustments for disabled employees if these are needed to help them perform at their best in the role, and we are happy to discuss this once a job offer has been made.

