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Category Assurance Manager – Site Operations

Role title	Category Assurance Manager – Site Operations	Salary Range	£53,040 - £62,400 (depending on skills & experience)
Function	Commercial & Business Development	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
Reports to	Senior Category Lead	Closing Date	7th December 2026

The opportunity and your impact

The position will involve cross functional working across the NDA Group, undertaking commercial assurance reviews for a portfolio of projects and contracts. The role will be able to influence the commercial arrangements for some of the UK's most significant projects through close is responsible for ensuring that all commercial activities across NDA Group Nuclear Categories are performed in line with HMG / organisational policies, contractual obligations, governance frameworks and best practice standards.

The role provides independent oversight, assurance and challenge to commercial processes. Ensuring value for money, risk mitigation and compliance throughout the procurement / contract lifecycle.

What you'll do

- Validate and assures that the pipeline of projects & procurements are mapped and understood, to govern prioritisation, compliance, risk and value for money.
- Conduct independent deep-dive commercial reviews across in-flight projects and contracts to assess compliance with organisational standards, benefits realisation plans and associated contract management strategies / plans.
- Provide assurance that category strategies, procurement strategies, cost estimates, contract awards, variations and other commercial decisions are robust, justified and well documented prior to formal Line 3 assurance (Enhanced Commercial Assurance). Including progressive assurance of Operating Company business cases requiring NDA approval from early inception for Programme Business Cases, Strategic Outline Cases, Outline Business Cases & Full Business Cases in accordance with Green Book guidance.

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- Maintain stakeholder relationships (both internal and external to the NDA Group) to support development of category strategies and/or procurement strategies for the Group, in alignment with the NDA mission.
- Act as a commercial advisor to the wider business areas to be recognised as professional commercial/category subject matter expert, the function. To include guidance for the business on the correct routes to market and opportunities to maximise value for money
- Become a category subject matter expert, ensuring innovation, industry best-practice and continuous improvement. Ensure that the Senior Category Lead is informed in an effective and efficient manner of any potential issues, disputes, or challenges to ensure that NDA meets its legislative, regulatory, customer and stakeholder obligations always.
- Identify and deliver commercial opportunities and benefits across NDA group to embed OneNDA approach.
- Manage and track delivery of these opportunities and benefits through to realization
- Deputise for the Senior Category Lead

Your background, skills, and strengths

- Drafting, reviewing and negotiating contractual arrangements
- Experience of regulated working environments and associated quality requirements
- Analytical mind-set, commercial acumen, with good influencing and negotiation skills.
- Managing multiple stakeholders and priorities.
- Preparing tender packages, developing evaluation criteria, analysing and evaluating proposals, negotiating contract provisions & contractor selection.
- Working within a Procurement Function.
- Working in cross-functional teams across multiple programmes.
- Developing investment proposals and business cases for Frameworks and Contracts
- Someone who is not afraid to challenge the norm and seeks to deliver innovative solutions to commercial problems.

Desirable

- Experience of Public Contracting Regulations 2015 and/or Procurement Act 2023
- MCIPS, World Commerce & Contracting (IACCM), MRICS or equivalent professional qualification.

What we offer:

- Generous performance based annual bonus scheme.
- Defined benefit Civil Service pension scheme (please find more information here).
- 30 days annual leave per year, plus 8 statutory public and bank holidays (pro-rata for part-time employees).
- A range of family-friendly flexible working options.

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We will give priority consideration to employees within the NDA group who are currently at risk or progressing through the redeployment process.

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.

disability confident LEADER

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To apply:

Find out more about the NDA group and other available opportunities by visiting www.ndagroup.careers

We welcome applications from external candidates who are not employed by the NDA Group (including ASWs, Graduates, Apprentices and CSWs). Please note that applicants from the internal pool will be given priority consideration. External applications will be considered once the internal pool has been exhausted.