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## Group Ethics & Compliance Investigator

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|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------|
| <b>Role title</b>    | Group Ethics & Compliance Investigator                                                                                                                            | <b>Salary Range</b>     | £51,595 to £60,700<br>dependent on skills and experience |
| <b>Function</b>      | General Counsel                                                                                                                                                   | <b>Role Level Range</b> | 6-7                                                      |
| <b>Base Location</b> | Flexible – Herdus House, West Cumbria, Hinton House, Warrington; London or Harwell, Oxfordshire<br><br>Hybrid working available with 40% of time in an NDA office | <b>Role Type</b>        | Permanent                                                |
| <b>Reports to</b>    | Group Head of Ethics & Compliance Investigations                                                                                                                  | <b>Closing Date</b>     | 20 July 2026                                             |

### Job purpose:

Group Ethics & Compliance Investigators investigate allegations of unethical behaviour or practice, misconduct and non-compliance raised across the NDA group. This will include but is not limited to matters relating to fraud, bribery and corruption, conflicts of interest, regulatory or policy breaches, as well as conduct concerns such as bullying, harassment (including sexual harassment), discrimination and other behaviours inconsistent with organisational values and includes matters raised under our Speak Up policy that may be whistleblowing.

The role ensures investigations are conducted with integrity, fairness, discretion and professionalism, in line with legal requirements, corporate policy and recognised best practice guidance. The role plays a critical part in strengthening our ethical culture, by giving confidence in the Speak Up process through the approach they take, identifying systemic risks and learning to help improve governance, culture and controls across the group.

### What you'll do

- Manage and conduct sensitive investigations (whether arising via Speak Up or otherwise) spanning:
- Financial and regulatory misconduct or unethical practice including but not limited to fraud, bribery, corruption, conflicts of interest, potential breaches of procurement regulations
- Conduct and people related matters (including serious bullying, harassment, discrimination, workplace violence)
- Scope, plan and deliver investigations proportionately, ensuring appropriate independence and good professional judgement.
- Identifying where potential 'whistleblowing' protections may apply and ensuring appropriate steps are taken to manage these.
- Gather, assess and preserve evidence, including interviews, digital records, documentation and witness statements.

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- Apply trauma informed and legally robust interviewing techniques where appropriate.
- Ensure investigations follow legal, corporate and best practice standards (including ACAS Code of practice and guidance).
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- Treat all parties with fairness, dignity, respect and empathy, recognising the potential impact of investigations.
- Maintain accurate, secure and contemporaneous investigation records.
- Produce clear and balanced investigation reports capable of being shared with senior stakeholders, setting out evidence, findings and conclusions.
- Provide reasoned proposed recommendations and actions for improvement (including whether disciplinary responses may be appropriate).
- Support the development and maintenance of investigation procedures, templates to align with legal and best practice standards
- Manage relationships at all levels sensitively throughout investigations.
- Identify themes, trends and lessons learned from investigations and feed these into risk assessments, mitigations and policy, procedure and framework development as appropriate
- Conduct fraud risk assessments and support the implementation of anti-fraud measures using data analysis.
- Conduct internal reviews as required under NDA's Freedom of Information and Environmental Information request handling procedure.
- Contribute to broader ethics and compliance activity, including training, scenario development, case studies and engagement with ethics ambassadors.
- Mentor and coach less experienced investigators, supporting consistent and high quality investigative practices across the organisation.

### Your background, skills, and strengths

#### Essential:

- Significant experience leading in ethics, compliance, regulatory and/or workplace investigations in a complex or regulated environment.
- Strong understanding of:
  - Corporate governance and regulatory compliance.
  - UK employment law, whistleblowing protections and equality legislation.
  - ACAS Codes of Practice and relevant guidance.
- Excellent interviewing, analytical and report writing skills.
- High levels of professional judgement, discretion and emotional intelligence.
- Ability to operate credibly with senior stakeholders and manage high-risk, high-profile matters with sound judgment and empathy.
- Strong planning and organisational skills, with the ability to manage multiple complex cases simultaneously.
- Ability to set investigations in context and see the bigger picture as needed.

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### Desirable:

- Recognised investigations qualification (e.g. Certificate in Investigative Practice or equivalent).
- Experience of trauma informed interviewing.
- Experience contributing to fraud, conduct or compliance risk assessments.
- Membership of, or willingness to join, the Government Counter Fraud Profession.
- Experience supporting policy development, training or organisational learning initiatives.

### 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.

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.



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**To apply:**

Find out more about the NDA group and other available opportunities by visiting  
[www.ndagroup.careers](http://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.