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Commercial Data & Intelligence Coordinator

Role title	Commercial Data & Intelligence Coordinator	Salary Range	£28,390 to £33,400 dependent on skills and experience
Function	Commercial	Role Level Range	2-3
Job Family	Professional Services	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
Sub Family	-	Role Type	Permanent
Reports to	Commercial Systems, Data & Analytics Manager	Closing Date	8th December 2026

The opportunity and your impact

The NDA works collectively with 4 wholly owned subsidiaries ("the NDA group"): Nuclear Waste Services, Nuclear Transport Solutions, Sellafield Limited, Nuclear Restoration Services, and we spend c. £2.2bn with circa 6,800 suppliers per annum. Effective procurement and contract management is therefore critical to the delivery of our mission and providing value-for-money for the taxpayer.

To support this objective, the NDA group has implemented a range of commercial systems that facilitate electronic procurement, contract management, supplier financial evaluation, supply chain risk/mapping and market analysis.

Key Accountabilities

The post holder will maintain core data in the Commercial Analytics Tool (NDA Group Power BI reporting tool), supplier risk management and support processes for assuring the integrity of data held in the Commercial IT systems. They will also support ways-of-working that continuously and materially improve the quality and accuracy of commercial data reporting in NDA group.

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This will involve:

- Acting as the day-to-day system administrator for Commercial Analytics Power BI Tool (CAT), NDA group supply chain risk management and mapping platforms ensuring availability, data integrity, and effective operation across the organisation. Manage user access, permissions, and onboarding/off boarding in line with NDA information assurance, data protection, and governance requirements
- Maintenance of Master data sets in the Commercial Analytics Tool, supply chain risk platforms and Crown Commercial Services Framework records in Atamis e-sourcing platform. Maintain and routinely update the NDA group Key / Critical Supplier Matrix. Integrate insights from supply chain risk platforms, supplier intelligence, and engagement activity to inform supplier criticality assessments
- Supporting the continuous improvement of the CAT tool, participating in requirement development, build and testing.
- Producing standard system outputs, dashboards, and extracts to support both internal and external quarterly reporting, compliance monitoring, governance forums and executive decision making
- Undertaking ad-hoc analysis of commercial data as driven by business need
- Developing strong working relationships with data managers across NDA group
- Supporting team administrative activities as required by team members (e.g. minute taking, maintaining document repositories on shared intranet spaces and supporting Contract Management activities)
- Assisting team members with structured and ad-hoc analysis and reporting activities in the other Commercial IT systems, including peer-review quality assurance, and stepping up to provide cover in the event of absence

Knowledge, skills and experience required:

- Understanding of data management, engages critically with data to support or communicate organisational objectives. Knowledge and understanding of risks, processes, organisational issues and statutory obligations to facilitate data management
- Good working knowledge of Microsoft Excel and familiar with other Office suite programs like Outlook, Word and PowerPoint. Working knowledge of Microsoft Power BI an advantage but not essential.
- Clear and concise communication style, adapted to meet audience needs
- Collaborative working and development of positive relationships with fellow practitioners
- Shares and demonstrates the NDA values of, respect, openness, collaboration, performance, and creativity

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- Working understanding of UK government procurement policies, legislation, and processes
- Familiar with fundamentals of project management

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.

disability confident LEADER

PROUD TO SUPPORT THE SUNFLOWER FOR INDIVIDUALS WITH HIDDEN DISABILITIES

To apply:

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