

## D&I Manager Vacancy

<b>Role title</b>	Diversity & Inclusion Manager	<b>Salary Range</b>	£49,130 - £57,800 dependent on skills and experience
<b>Function</b>	Human Resources	<b>Role Level Range</b>	6 – 7
<b>Base Location</b>	Flexible – Herdus House, West Cumbria, Hinton House, Warrington; London or Harwell, Oxfordshire  Hybrid working available with 40% of time in an NDA office	<b>Role Type</b>	FTC – up to 12 months to cover maternity leave
<b>Reports to</b>	Group Head of Diversity & Inclusion	<b>Closing Date</b>	17 January 2025

### The Role:

The NDA Board and Group Leadership Team have made a strong commitment to diversity and inclusion as a strategic priority. D&I is a critical enabler underpinning the group's mission, strategy and operating framework. We have an ambitious D&I vision and a transformative programme over the next 5 years. The D&I CoE drives the delivery of the Group NDA Inclusion strategy through the NDA and operating companies. This work is supported and governed by: NDA Board, Sustainability and Governance Committee, Group Leadership Team, D&I Council, People Strategy Board and D&I Delivery Group and multiple internal and external stakeholders. The D&I CoE also represents the NDA on external nuclear and government forums and sector partnerships. You will support the Group Head of D&I with implementation of Group NDA Inclusion Strategy and delivery of improvement plans for the NDA and operating companies.

- Manage and lead delivery of Inclusion Strategy, annual plans, projects and initiatives across the group
- Champion D&I across the NDA and operating companies with key stakeholders, leaders, employees, and externally with sector partners
- Collaborate across the NDA group, within nuclear sector and with stakeholders, as well as, identifying and sharing learning and good practice
- Build successful stakeholder relationships to facilitate the embedding of the Inclusion strategy commitments, goals and targets at a group and local level

### Key Accountabilities:

- Provide support to the NDA Group Head of D&I and represent the D&I Centre of Expertise at

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internal and external meetings.

- Manage key D&I projects aligned to strategic priorities, delivery plan and supporting the national nuclear sector D&I commitments.
- Support the D&I Council and D&I Delivery Group, and engage internal stakeholders to ensure alignment with strategy goals and provide assurance on progress.
- Build and maintain effective relationships with key external suppliers and subject matter expert organisations
- Produce key HR / D&I related policies and guidance to ensure D&I is embedded into people policies and processes across the employee lifecycle
- Analyse data to provide a narrative and reports on progress for: Board, Committees, HR Governance, Accounting Officer Reviews, Group Business Updates, project management updates, group key targets etc
- Prepare papers, slide decks and presentations for Board, Committees, Group Leadership Team, People Strategy Board, D&I Council, D&I Delivery Group, D&I CoE etc.
- Collaborate with D&I leads, HR Teams, Communications Team and employee networks to support the of delivery of group wide initiatives, campaigns, events and training
- Implement and manage core D&I strategies, plan activities to deliver impact and outcomes across the group. Lead key D&I projects and work streams to deliver on plan commitments.

**Knowledge, Skills and Experience required:**

- Shares and demonstrates the NDA values of, Respect, Openness, Collaboration, Performance and Creativity.
- Proven experience in diversity and inclusion delivery, project management or human resources, ideally in a range of settings and delivery positions.
- Experience of working in an HR, D&I, Communications, project management or strategy / policy environment with an understanding of D&I issues in relation to people strategy / policies and employment practices.
- Passionate about Equality, Diversity and Inclusion, with an ability to translate this into plans, policies and initiatives that make a difference.
- Experience of working across complex organisation(s) and leading multiple stakeholders to joint outcomes. Ability to engage with a range of stakeholders including employees, non-executive directors, senior leaders, TUs, D&I Council, D&I Delivery Group etc.
- Strong planning skills with proven experience of managing projects. Ability to organise, prioritise and multi-task and work effectively under pressure to tight deadlines.
- Excellent written and oral communication skills to prepare reports, give presentations, and have an attention to detail.



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- Experience of data analysis and presenting results and findings.
- Experience of organising and facilitating meetings, events, workshops, conferences, seminars
- Ability and preference for working collaboratively, a good team player.
- Understands how to manage confidential and sensitive data / information.
- Ability to work pro-actively, look ahead and operate without close supervision
- Confidence to speak up in meetings and challenge appropriately

**Other knowledge and qualifications include:**

- Knowledge of equality, diversity and inclusion
- IT Proficient, specifically MS Word, Excel and Powerpoint
- CIPD or management qualification or degree or other qualifications an advantage but not essential. Continuous professional development and commitment to learning is an advantage.

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.

