

Category Manager – Workplace Services

Role title	Category Manager – Workplace Services	Salary Range	£49,130 - £57,800
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	24 January 2025

A unique place to grow your career

As owners of one of the largest nuclear decommissioning and remediation programmes in Europe, our main priority is to lead the work across the NDA group and develop the strategy for how it should be carried out. It also plays an important role in supporting government's aspiration for the UK to be a global leader in the civil nuclear sector. The NDA itself employs just over 380 people and is the sole shareholder of the subsidiary companies that form the NDA group.

Why us?

Our mission is vital.

To deliver it, we need the right people with the right skills available across our estate. We employ talented people to work in a range of disciplines. In return for the significant contribution you'll make to our future, you'll receive excellent benefits and rewards and a healthy work-life balance.

Work for us and play a key role in tackling one of the most technical, complex challenges facing the UK today, helping us leave a safer environment for future generations.

The role:

We're seeking an experienced and passionate Category Manager to drive strategic initiatives.

In this strategic role you will have the opportunity to shape and influence category strategies in order to optimise value from the total group spend associated with Workplace Services and to maximise the advantages around the NDA group. From market analysis to value realisation, you will also use your knowledge and experience to deliver and/or assure procurement activities to ensure the successful implementation of the category strategies.

Workplace Services primarily covers Facilities Management and Security Services. These enabling services are key to the safe, efficient and effective operation of group accommodation/sites and the Category Manager will also have commercial oversight of the various contracts to ensure they deliver the required levels of service/performance, and the corresponding benefits are realised.

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These category areas are a major part of the overarching Property category, with the total group spend on Facilities Management being in the region of £150m/pa and Security Services in excess of £100m pa and are therefore of a size/scale which will allow the successful candidate to really make a difference, add value and develop collaborative relationships with strategic suppliers.

What you'll do:

Work in one of our diverse teams where you'll drive the successful delivery of a group wide category strategy in your area(s) of responsibility.

Validate and assure procurement activities including the design, analysis & evaluation of tenders.

Support the development of new Procurement Strategies through analysis of the markets and 'learning from experience' with other teams in the NDA Group

Provide guidance to the business on the correct routes to market and opportunities to maximise value for money.

Act as a commercial advisor to the wider business areas within your area of expertise and become a subject matter expert, ensuring innovation, industry best-practice and continuous improvement are optimised.

Identify and deliver commercial opportunities across NDA group

Build strong stakeholder relationships to aid cross-group collaboration.

What we're looking for:

Someone with a proven track record of conducting procurement activity associated with large scale Facilities Management and/or Security Services.

Experience of developing and delivering category strategies, with a good knowledge of the Facilities Management and/or Security Services markets.

An analytical mind-set, with strong commercial acumen.

Someone who builds cooperation and communication between teams and/or functions to enable collaboration.

Someone who seeks to build cross-cultural competency and helps others understand the business value of diversity.

Contract Management experience, ideally with a good working knowledge of the NEC suite of contracts.

Someone who is not afraid to challenge the norm, is outcome focused and seeks to deliver innovative solutions to complex commercial problems.

Other requirements:

- Professional accreditation such as MCIPS, IWFM, MRICS, IACCM, working towards or willingness to work towards
- Working knowledge of New Engineering Contract (NEC) suite preferred

What we offer:

- A competitive salary package.
- 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.
- To work in an environment where your contribution is recognised and your voice is heard.



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- Access to specialist training and funded qualifications
- Support for progression