

The Shared Services Alliance (SSA) has two opportunities available for people from across the nuclear decommissioning estate to be part of the SSA Programme Team that is leading the delivery of procurement and supply management activities and business change projects across a range of shared spend categories for common, but often complex, goods and services.

Context

The SSA is a collaborative alliance made up of the NDA and its subsidiary companies (Direct Rail Services / International Nuclear Services / Radioactive Waste Management), the estate's Site Licence Companies (Dounreay / Low Level Waste Repository / Magnox / Sellafield) and the National Nuclear Laboratory (NNL), as a closely associated Government owned nuclear client, collectively referred to as the Alliance Members.

Through the collaborative procurement programme, the SSA has established a portfolio of over 70 contracts covering a wide range of shared supply requirements, such as: IT Services, Facilities Management, Radioactive Waste Management, Hotels, Travel and Hire Cars, Energy and Utilities, Consultancy and Professional Services, Chemicals and Gases, Office Supplies and Personal Protective Equipment. Spend through these contracts by the Alliance Members has grown to around £400 million per year, or 20% of the estate's annual supply chain spend of £1.8 billion.

Following approval by the NDA Executive in April 2016, the SSA embarked on the implementation of a new delivery model, including the creation of a full-time SSA Programme Team consisting of 16 people, to form a centre of excellence for procurement and supply management for the NDA estate

Roles

There are two opportunities remaining in the SSA Programme Team:

- **Business Analyst** – To support successful delivery of SSA's category management approach by analysing key procurement and supply chain data to produce intelligent outputs and insights that drive opportunity identification, support decision making and track value delivery;
- **Improvement Projects Lead** – To support the successful delivery of improvement projects to simplify and integrate shared procurement processes, systems and contracts across the alliance.

Characteristics

Whilst the roles would benefit from an understanding of procurement and supply chain management, or programme and project management we're also looking for people with enthusiasm for change and a passion for doing things better. As part of this new organisation, you'll need to be willing to muck in on all kinds of tasks and be flexible in supporting the team's priorities.

Being full of good ideas will be helpful but needs to be combined with an ability to choose the right ones to progress that will deliver value for the Alliance. We care about both doing the right things and doing things right so you will need to be able to think strategically about what the big opportunities are for the SSA to pursue but also to have an eye for detail to ensure our deliverables stand up to scrutiny.

The role will involve travelling as the team itself, as well as our SSA network and suppliers are spread all around the country and the changes we seek to make will require plenty of time and effort working alongside colleagues from across the Alliance.

Applicants will need to demonstrate that they have the right values and behaviours that the SSA needs to deliver change, through collaboration and innovation, namely:

- Drive and Energy
- Impact and Influence
- Learning and Improving
- Challenge and Resilience
- Honesty and Integrity
- Trust and Respect

Resourcing Approach

You would join the SSA Programme Team for a 2-year full-time assignment whilst continuing to be employed by your employing company. This means you would continue working under your existing terms and conditions with objectives set by the SSA in conjunction with your current Line Manager.

It will be a 'virtual' team, so you would remain at or near your current work location, as part of a geographically dispersed delivery team covering the estate. There are SSA hubs at existing Alliance Member offices in West Cumbria and Warrington. The SSA will fund your role in the team for the duration of your assignment.

SSA will not attempt to harmonise or standardise grades / remuneration across the Programme Team, as such, you will join at your current employing company grade / salary and any future changes will be managed with your employing company to avoid SSA creating additional liabilities for the employing company at the end of the assignment.

Assignments to the SSA Programme Team may be shortened or extended for career, operational, performance or personal reasons to ensure that the team remains agile and effective. Changes will be subject to agreement by the relevant Alliance Member and the SSA Board.

Establishing the SSA Programme Team as an attractive development proposition is an important aspect of SSA's recruitment plan. The SSA Programme does offer real challenges for those who want to be involved through: engagement in improvement projects, strategy development, supplier relationship management and cross-estate working. SSA will establish a funded development plan for each member of the team to ensure SSA, Alliance Member and individual needs are addressed during their assignment. SSA also aims to ensure that team members will have gained valuable knowledge and development to take back into their employing Alliance Member at the end of their assignment.

Recruitment Process

The SSA uses a 5-step process for recruitment:

1. **Advertise Opportunities** – Advertise opportunities through Alliance Member's vacancy systems;
2. **Short List Candidates** – Receive applications (CV and Covering Letter) and short list potential candidates, may include a Phone Interview with SSA Lead Team to assess initial suitability;
3. **Interview Candidates** – Undertake interviews, with two relevant members of the SSA Programme Team against a set of competency based questions.
4. **Assignment Letter** – Successful candidates will receive confirmation, followed by an Assignment Letter, to confirm their appointment and agreed start date and any other relevant details
5. **On-Boarding** – SSA will support the transition into the new Programme Team including any Access / Security / IT / Induction / Training needs and requirements.

Next Steps

If this brief has caught your interest, please read the Business Analyst / Improvement Projects Lead roles to find out more. If you need any further information, please contact the SSA Programme Team in the first instance by e-mail: shared.services.alliance.programme@sellafieldsites.com

Applications should be submitted to the above email address in the form of an up to date CV and a Covering Letter explaining what you will bring to SSA and how you meet the requirements of the role.

We would ask that you highlight your interest to your line manager / employing company recruitment contact to support discussions about release dates and backfilling requirements.