

National Shipbuilding Office Job Description

Industry Secondee – Supply Chain Advisor

Job Title

Industry Secondee – Supply Chain Advisor

Grade

N/A

Salary

N/A

Contract Type

Loan 2 years

Type of role

Policy

Working Pattern

Flexible working, Full-time, Job share, Compressed Hours

Location

London/Edinburgh/Remote Working

Summary

The UK Government and the UK maritime enterprise have a shared vision for a globally successful, innovative and sustainable shipbuilding enterprise that works for all parts of the UK.

To turn this vision into reality the Government have published a refresh of the UK's National Shipbuilding Strategy and created a new strategic office at the heart of government to champion UK Shipbuilding and deliver the benefits of coordinated government procurement, investment and engagement.

The National Shipbuilding Office (NSO) is an independent office hosted in the Ministry of Defence. The NSO is a small organisation with a big mission and a mandate to drive change. A small number of industry secondees are required to bring in complementary skills to help build a talented and diverse team, that is engaged by the NSO's vision, passionate about collaboration and focused on delivering the best Shipbuilding outcomes for all parts of the UK.

This job description is for a 2-year secondment and is advertised at 37 hours per week with options for flexible working (alternative arrangements may be considered). The NSO are currently unable to offer remuneration (donor company to continue to pay salary, pension and National Insurance), but will cover any travel and subsistence costs associated with the role beyond daily commuting.

Job Description

We have an exciting opportunity for a **maritime supply chain specialist** to join our team to provide knowledge and experience of the commercial maritime supply chain ecosystem to inform our work and help to deliver the National Shipbuilding Strategy.

You will report to the Industrial Strategy Manager (G7) and work closely with the Supply Chain and Industrial Partnership leads as well as the wider NSO team. Occasional travel between our offices and to other sites and shipyards across the UK will be required. The Supply Chain Industry Seconded will need to attend our London or Edinburgh office location at least once a week.

We welcome and encourage applications from everyone, particularly those from groups currently underrepresented in the Civil Service workforce, including ethnic minority candidates, candidates affected by disabilities and candidates with gender-diverse identities. We're committed to making an inclusive environment where personal development and creativity can thrive.

Responsibilities

- Provide advice and assistance to the NSO Industrial Strategy team on the commercial maritime supply chain ecosystem and be responsible for the delivery of associated projects, tasks and activities.
- Act as an NSO representative on associated Task and Finish Groups (initially the Centres of Excellence Task and Finish Group), undertaking support task and activities as required.
- Provide a link to and coordinate activities with wider maritime industry supply chain bodies such as the Society of Maritime Industries, British Marine, MakeUK and Regional bodies.
- Advise other NSO teams on commercial maritime supply chain matters as required.
- Keep the National Shipbuilding Office Programme Management Office apprised of progress in executing projects, tasks or activities with which you are involved and help to identify and develop risk and opportunity profiles where appropriate.
- Act as an ambassador for the NSO at functions, events and conferences.
- Contribute to the professional development and promote industry awareness of NSO colleagues.

The responsibilities listed above are not exhaustive. Success in the role will involve being comfortable with an evolving portfolio of responsibilities and taking the initiative to lead and support other priorities as required.

Working in the NSO team requires:

- Self-starters who are comfortable working independently in a fast-paced environment, able to set goals, create opportunities, win support for them and see them through.

- People with excellent interpersonal skills, able to express themselves clearly and engage with a diverse set of senior stakeholders to ensure that the Shipbuilding Tsar's priorities are met.
- People with sound judgment and analytical skills, able to take evidence-based decisions and calculated risks, with a good instinct for when to seek direction.
- People who are resilient, able to oversee and progress a broad range of activities, prioritising among them and delivering to deadlines.
- Individuals who are highly organised and able to establish a close working relationship with a wide range of contacts, inside and outside the Department.
- Be able to use problem solving skills to analyse, evaluating the best solutions and presenting findings convincingly.
- Support an open, honest, no blame culture where everyone actively seeks to learn from experience.
- Be confident when making decisions, being able to handle difficult conversations with others and handle them with sensitivity and professionally.

Experience:

To be successful in this role the following experience would be beneficial:

- **Essential:** Knowledge and experience of the commercial maritime supply chain ecosystem.
- **Desirable:** Experience of commercial supply chain management and knowledge of the challenges and opportunities for SMEs.

Security:

This role requires SC clearance.

Applications:

To apply, please submit your CV, together with a short covering e-mail or letter explaining your motivation for applying to NSO-Secretariat@mod.gov.uk by **30 October 2022** at the latest.