

CANDIDATE BRIEFING PACK

Chief Executive/Chief Nuclear Inspector

Office for Nuclear Regulation (ONR)

September 2024

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Welcome Letter

Thank you for your interest in the role of Chief Executive/ Chief Nuclear Inspector for the Office for Nuclear Regulation (ONR).

This is a vital role providing strong leadership of the UK's independent nuclear regulator tasked with holding the industry to account on behalf of the public.

I am privileged to be leading ONR as its Interim Chair and cannot emphasise enough the crucial role that ONR plays in helping to keep society, the public and the environment safe through the robust and efficient regulation of the civil nuclear industry and defence nuclear sites.

Given the many challenges the industry is facing as it undergoes significant growth, diversification and change, and as ONR continues to strive for ever-improving ways of working and regulatory excellence, there has never been a more exciting time to join the organisation and provide the leadership required to achieve our mission.

Since joining ONR in January, I have been hugely impressed by ONR's dedication, professionalism and commitment at every level to ensuring that the nuclear industry is safe.

This is a challenging role, but for the right applicant it will be hugely rewarding, given its public importance and impact.

I am personally committed to promoting greater diversity within ONR and value the individual contributions that people from different backgrounds and experiences can bring and welcome applications from the widest possible field of candidates.

Dame Judith Hackitt, ONR Interim Chair

About ONR

The Office for Nuclear Regulation (ONR) is the UK's independent nuclear regulatory authority. Established as a statutory public corporation on 1 April 2014, under the Energy Act 2013 - its mission is to protect society by securing safe nuclear operations.

ONR independently regulates nuclear safety, nuclear security and conventional health and safety across 36 licensed nuclear sites and performs targeted inspection activity across their supply chains. ONR also regulates the transportation of nuclear materials and ensures safeguards obligations for the UK are met.

ONR is responsible for regulating the design and construction of new nuclear facilities ensuring they are built and operated to the highest standards and oversees the decommissioning of nuclear sites. ONR cooperates with other UK and international regulators and agencies on safety and security issues of common concern, including associated research.

ONR's duty is to ensure that the nuclear industry controls its hazards effectively, has a culture of continuous improvement and maintains high standards.

ONR's gross budget for 2024/2025 is circa £114m. Approximately 95% of ONR's running costs are met by the nuclear industry that it regulates. Running costs of 3% are grant-funded by ONR's sponsor body, the Department for Work and Pensions (DWP). The remaining 2% is funded by the Department for Energy Security and Net Zero (DESNZ).

ONR employs about 690 full time equivalent staff across three locations (Merseyside, Cheltenham, and London) with about 400 technical specialist staff.

Our Regulatory Role

The nuclear landscape that ONR regulates is changing at pace. The previous Government published the Nuclear Roadmap in 2024 and we are now working with the new administration on how nuclear will be part of the overall net zero ambitions. Our regulatory role is vital in ensuring new nuclear facilities are designed, built and operated to the highest standards, and in a manner that improves public confidence without compromising safety or security. Our regulatory rigor, diligence, intelligence and independence help us make a positive impact on the protection of society, and achievement of our strategic intent.

The Energy Act 2013 formally established ONR and our framework of responsibilities and the powers of the organisation. Other legislation that underpins the legal framework for the nuclear industry includes:

- Health and Safety at Work Act 1974 - Employers are responsible for ensuring the safety of their workers and the public.
- Nuclear Installations Act 1965 (NIA) - A site cannot have a nuclear plant unless the user has been granted a site licence by ONR. Only a corporate body can hold such a licence.
- Ionising Radiations Regulations 2017 - Provides for protection of workers in all industries from ionising radiations and by the general health and safety regulation which ONR also enforces at nuclear sites.
- Nuclear Industry Security Regulations 2003 – Our nuclear security regulation ensures the adequacy of security arrangements for dealing with special nuclear material and special nuclear information within the

civil nuclear industry approval and enforcing compliance to prevent the theft or sabotage of nuclear or other radioactive materials, the sabotage of nuclear facilities, and includes physical protection, personnel security, cyber security and information assurance.

- Nuclear Safeguards (EU Exit) Regulations 2019 - Nuclear safeguards are measures to verify that countries comply with international obligations not to use materials from civil nuclear programmes for non-peaceful purposes. ONR implements the domestic regulations and enables the UK to meet its obligations including the operation of the State System of Accounting for and Control of Nuclear Material.
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 - ONR is the competent authority for the transport of radioactive material (Class 7 dangerous goods) by road, rail and inland waterways within Great Britain.

Our work spans the licensed nuclear sites and a large range of duty holders in Great Britain. This includes the existing fleet of operating civil reactor, fuel cycle facilities, waste management and decommissioning sites, as well as licensed and, in part authorised defence sites, together with the design and construction of new nuclear facilities including the supply chain. Our duty is to ensure that the nuclear industry controls its hazards effectively, has a culture of continuous improvement and maintains high standards.

More information can be found in our Strategic and Corporate Plans, available on our website www.ONR.gov.uk

The Role of the Chief Nuclear Inspector/ Chief Executive

The key relationships in the discharge of your obligations will include:

- The ONR Board Chair and other (Executive and Non-Executive) Board members
- ONR Senior Leadership team and other senior leaders within ONR, regulatory and corporate
- Senior Regulatory inspectors (just below Senior Civil Service)
- Senior industry figures
- Government – Ministers and Senior Civil Servants with a regulatory interest eg Department for Energy Security and Net Zero (DESNZ), Ministry of Defence and Environment Agency as well as DWP as sponsor Department, primarily on corporate matters
- Other GB/UK regulators – in particular the Health and Safety Executive, Environment Agency and Scottish Environmental Protection Agency, the Defence Nuclear Safety Regulator, Fire and Emergency Services
- Non-governmental organisations (NGOs) and media with an interest in nuclear safety and security
- International bodies including International Atomic Energy Agency (IAEA), the OECD Nuclear Energy Agency and other nuclear regulators.

Responsibilities

- Overall leadership, management and administration of ONR and for business efficiency and effectiveness
- Staff engagement to provide clear leadership and direction, with appropriate organisational response to staff and stakeholder surveys and other insight
- Stakeholder engagement to engender trust and confidence
- Ensure staff wellbeing through development, inclusion, and support
- Chair the Senior Leadership Team, driving a 'one ONR' approach and culture which inspires all staff to be their best
- Develop and ensure organisational alignment to, and delivery of, the five-year strategy and establish SLT as 2025 Roadmap Portfolio Board
- Grant, amend and revoke nuclear site license and attaching such conditions as considered appropriate
- Act as Regulatory Head to provide independent authoritative expert advice on nuclear safety, security and safeguards to ONR Board, Ministers and Parliament
- Whistleblowing escalation, oversight and sign off
- Publish an Annual CNI Report
- Executive Director and lead officer for Board, and with Board Chair, set the agenda to ensure quality of assurance and engagement
- Lead officer for DWP sponsorship matters and ensuring approval of statutory reporting, and those responsibilities to DWP set out in the Framework Document between DWP and ONR
- Lead liaison with DESNZ, MoD and other senior external stakeholders to further ONR's aims
- Give evidence before Parliamentary Committees if required
- Designated responsibilities in the event of a Nuclear Incident
- Represent the UK at IAEA Conventions.

Accountabilities

- Leading and inspiring a healthy ‘One ONR’ organisational culture
- Role modelling the ONR values, and ensuring the organisation is diverse and inclusive
- Delivery of the ONR Strategy, associated mission, and vision
- Assurance to Parliament and the public on the effectiveness of ONR’s regulation and the safety, security and safeguards performance of the nuclear industry.
- Developing an agreed annual ONR Corporate plan for laying before Parliament and publication
- Governance and accounting responsibilities to DWP and ONR Board set out in the [Framework Document](#)
- Safeguarding public funds and the propriety, regularity and value for money in the handling of those public funds at all times, operating to the standards set out in “Managing Public Money” in terms of governance, decision-making and financial management
- Maintaining proper records relating to ONR accounts and that the accounts are properly prepared and presented in accordance with any directions issued by the Secretary of State
- Manage opportunity and risk, commensurate with the organisation’s business and risk appetite, ensuring ONR is able to effectively and efficiently achieve its mission and business objectives
- Improving internal controls and performance informed by audit and assurance mechanisms
- Providing assurance that ONR meets the requirements in Government [Functional Standard for Security – GovS 007](#)
- Provision of effective management information, performance management, business assurance and administrative systems for ONR
- Organisational effectiveness measured against the Organisational Effectiveness Indicator (OEI) Framework
- Provision of robust, tested Business Continuity and Disaster Recovery Plans
- Effective discharge of the published whistleblowing procedure and associated framework, and accessible procedures for handling complaints about ONR
- Effective independent, evidence based regulation of the nuclear industry, including effectiveness of ONRs enforcement and regulatory decisions, ensuring adequate records are maintained
- Operate the State System of Accounting and Control of Nuclear Material (SSAC) to ensure the UK meets its international safeguards obligations.
- Implementation of appropriate review and appeals procedure for regulatory decisions, including escalating issues to the ONR Board, Ministers and Parliament.

Person Specification

This role has a broad scope, and therefore the essential skills and experience are extensive. However, we strongly encourage applicants to apply who perhaps don't have all of the required skills but that are willing to acquire them once in the role.

Experience and Skills

1. Significant senior-level experience of the nuclear sector and its regulatory requirements
2. Demonstrable evidence of undertaking:
 - a) informed and effective regulatory judgements, balancing a range of factors;
 - b) assurance of regulatory decisions; and communication of those decisions in a way that engenders public trust
3. Understanding of, and contribution to, international nuclear safety and security regulation policy and practice
4. Successful stakeholder engagement that demonstrates commitment to transparency, openness and working in the public interest, inspiring confidence in the integrity and credibility of competent and transparent decision-making
5. Demonstrable effective strategic and corporate leadership that delivers sustained change and improved performance in a technically-oriented organisation
6. Proven effective leadership that gets the best out of and develops capability at every opportunity, as well as tackling negative cultural issues and behaviours.

Professional Qualifications

- a) Honours degree or equivalent in an appropriate scientific or engineering subject; and
- b) Member of a relevant chartered professional body OR equivalent professional safety engineering experience

Package, Location and Tenure

A competitive salary and total reward package is offered commensurate with the role. This post is offered on a five year fixed term contract, with the possibility of a three year extension.

You will be eligible to join one of two Civil Service pension schemes (more details at www.civilservice-pensions.gov.uk):

- **alpha.** This is a high quality, defined benefit occupational pension scheme that currently has a member contribution rate of 7.35%. As your employer we also make a substantial contribution (approx. 24.3% of pay) or
- **partnership pension account.** This is a stakeholder pension with a contribution from us. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related employer contribution mentioned above.

The post can be based in any of our offices (Liverpool, Cheltenham or London). However, the majority of our people are based in Liverpool so the role will require the need for a frequent presence in the Liverpool office. The role also involves regular travel and overnight stays within the UK and internationally. If you move home to take up this appointment, re-location expenses will be available, subject to discussion at the point of offer.

Future pay awards will be determined by ONR's Remuneration and Resilience Committee taking regard to public sector pay guidance. **Other Benefits include:**

- 30 days annual leave and 8 days public holidays plus 1 privilege day in a year (pro rata for part timers).
- Flexible working arrangements are available subject to expectation of significant attendance at ONR offices.
- Maternity, paternity and adoption leave allowance; carers leave; and
- A range of occupational health services to support wellbeing.

Eligibility

Nationality

This role is defined as a reserved post, therefore only UK nationals may be considered.

Security Clearance

The successful applicant will require National Security Vetting to enhanced “developed vetting”. We expect to undertake this during the working of notice period with current employer.

Conflicts of Interests

Shortlisted candidates will be asked to declare any interests that might be perceived to conflict with this role, or to raise questions about their approach to the business of the ONR. This will include business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Inclusion

Our colleagues are from all walks of life with varied personal experiences and career journeys into ONR. We want the best people for our roles. As an inclusive employer we value [individuals' contributions](#), regardless of their age, gender, race, ethnicity, disability, sexual orientation, social background, religion, or belief. Our [values](#) ‘supportive, open-minded, fair and accountable’ are central to this. We [invest](#) in our people to build capability, resilience, and promote wellbeing in our great teams, underpinned by our inherent focus on inclusion and excellence.’

We are committed to being an inclusive employer and welcome applicants from all backgrounds. We will consider reasonable adjustments to ensure the recruitment process is inclusive and barrier-free. Please contact ONR.Human-Resources@onr.gov.uk or Debbie Harrison-North Debbie.harrison-north@onr.gov.uk to discuss further. We will also offer an interview to disabled people who meet the minimum criteria for applicants who opt into the guaranteed interview scheme.

We recognise we have a role to play in helping those leaving the Armed Forces and also have a Veterans guaranteed interview scheme. We offer an interview to Veterans who meet the minimum criteria for applicants who opt into the scheme. Please see eligibility criteria below;

- served for at least one year in His Majesty's Armed Forces (as a Regular or Reserve);
- be in transition from, or ceased to be a member of, His Majesty's Armed Forces;
- not already be employed by ONR.

How to Apply

Please submit a full CV and covering letter via <https://execroles.penna.com/> by **Thursday 14th November 2024**

For a confidential discussion about the role please contact our retained Executive Search partners at Penna (an LHH brand) by contacting Charles Wilson charles.wilson@penna.com 07801 880 420 or Aaron Thomas aaron.thomas@penna.com 07709 505 403

Your **CV** should include your full employment history, professional and higher education qualifications, leadership development, professional memberships and two referees who may be approached at the point of interview.

Your cover letter should demonstrate your interest and suitability for the role against the principal responsibilities and person specification criteria and detail your current salary. You should also specify any current notice period you are subject to.

Only this information will be used to determine our shortlist, so a failure to address any or all may affect your application.

Informal Discussion

Applicants who are shortlisted for interview will be offered an opportunity to discuss the role, team and organisation with the ONR Interim Board Chair.

Panel Interview

Regrettably, this date is fixed, and no alternative may be offered. The panel will comprise: Dame Judith Hackitt, ONR interim Chair, senior Government officials, and a nuclear sector stakeholder.

Ministerial Interview

This post is an ONR Board appointment, subject to Ministerial endorsement.

Date	Activity
Closing Date	14 th November 2024
Longlist Meeting	W/C 9 th December 2024
Preliminary Interview with Consultant	W/C 9 th / 16 th December 2024
Shortlist Meeting	W/C 6 th January 2025
Psychometric Assessments	W/C 6 th / 13 th January 2025
Informal chat with ONR Interim Chair	W/C 13 th January 2025
Panel Interview (In Person – London)	22 nd or 23 rd January 2025

Expenses

Travelling expenses will be reimbursed in line with ONR policy.

Complaints

The ONR's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles which can be found at www.civilservicecommissioners.org. If you feel your application has not been treated in accordance with the Principles and you wish to make a complaint, you should contact **David Caton, ONR HR Director** (david.caton@onr.gov.uk) in the first instance.