



VACANCY NOTICE / AVIS DE VACANCE DE POSTE

Chief Operating Officer (Deputy Director) (240813)**Primary Location** United Kingdom-London**NATO Body** Defence Innovation Accelerator for the North Atlantic (DIANA)**Schedule** Full-time**Application Deadline** 13-Aug-2024**Salary (Pay Basis)** 11,418.34 Pound Sterling (GBP) Monthly**Grade** NATO Grade G23**Clearance Level** NS****This post is subject to Budget Approval******1. OVERVIEW OF DIANA**

The Defence Innovation Accelerator for the North Atlantic (DIANA) is NATO's newest body. From across the Alliance, DIANA will bring together innovators and operational end users to foster a transatlantic ecosystem supporting dual-use ground-breaking innovation in deep technologies.

DIANA is an independent NATO body comprised of an Allied Board of Directors and an executive management team - the DIANA Executive (DX). Operating out of regional offices in Europe and in North America, the DX will conduct DIANA's mission: accelerating deep tech, dual-use solutions to critical transatlantic challenges in defence and security. The DX will use Challenge Programmes in line with a published Strategic Direction, as the primary vehicle to accomplish this mission. DIANA is a dynamic, agile and hybrid workplace, which strives for innovation, diversity, and excellence. In order to achieve these aims, DIANA is committed to providing our people with an environment that is positive, inclusive, and collaborative.

2. OVERVIEW OF THE ROLE

DIANA's Chief Operating Officer (COO) will be responsible for the day-to-day operational management and functioning of DIANA and the delivery of its annual accelerator cohort runs. Working with the Managing Director's Office and DIANA's C-Suite, the COO will play a pivotal role in the continuous development and evolution of DIANA's dual-use accelerator programme. Having a broad and challenging remit, the COO will manage DIANA's Human Resources and Business Analysis functions, have overall responsibility for DIANA's regional hub in Tallin, as well as lead DIANA's reporting to its Board of Directors comprised of national representatives from the NATO Allied



Nations. The COO will ensure coherence and cohesion across all DIANA offices and affiliated elements and will, when required by the Managing Director, perform deputising functions for the Managing Director. The COO and will work closely with the Managing Director's office and DIANA Senior Management Team in building and maintaining an inclusive, diverse, and friendly work culture, motivated toward the delivery of world-leading excellence.

As a member of the DIANA C-Suite and Senior Management Team, the COO reports directly to the DIANA Managing Director. The COO's team will be multinational -- having a presence throughout DIANA offices in London, Tallinn, and Halifax.

Duties of this role include:

- Supporting the Managing Director in the effort of standing up DIANA and its operational framework to reach Full Operating Capability by 2025. This post will work closely with the Managing Director's Office across a range of strategic and tactical activities; in particular the MD's Head of Office and the Director of Communications.
- Acting on behalf of the Managing Director on various matters pertaining to the day-to-day running of DIANA's operational footprint. Including chairing of strategic and tactical internal meetings and the tracking of progress against the goals and vision of the organisation as set out by the Managing Director.
- Leading the design, development, implementation, and maintenance of data-centric reporting on all DIANA's activities to the DIANA Board of Directors, providing comprehensive updates on progress, risks, and key milestones.
- Collaborating closely with all members of the DIANA C-Suite and Senior Management Team to ensure coherence, consistency, and prioritization of activities throughout the DX in order to deliver DIANA's strategic priorities in a timely and fiduciarly responsible manner.
- Managing the continuous development and change processes of DIANA, particularly the evolution of DIANA's Accelerator Programme. This will involve close collaboration with DIANA's legal, venture, finance and challenge units and their respective leads.
- Managing the delivery of annual runs of the DIANA Accelerator Programme in collaboration with DIANA affiliated accelerator sites and DIANA's senior leadership.
- Overseeing the work of DIANA's HR operations; managing the Sr. Human Resource Business Partner and sub-team, with a focus on standing up HR functions including recruitment innovation, talent management, talent retention and offboarding. For the success of



the DIANA initiative, it will be critical to tap and develop talent pools not traditionally represented in NATO.

- Supervising the operational standing up of the DIANA's European Regional Hub in Estonia and the North American Regional Office in Canada.
- Working with the C-suite and Senior Management Team to build a sustainable international footprint of DIANA personnel, accelerator sites, test centres, and innovation experts and mentors.
- In close coordination with the DIANA General Counsel, overseeing the development and implementation of DIANA's policies and procedures.
- Identifying, selecting, managing, and motivating individuals and teams to achieve results and enhance performance. Provide thought leadership, mentoring, coaching, and training opportunities and be available to offer feedback and guidance at critical moments.
- Driving an agenda of diversity and inclusion across DIANA and promoting integrity, professionalism, and accountability through a sound and inclusive leadership culture.
- As required by the Managing Director, representing DIANA in public fora and will often lead discussions with NATO partners and other stakeholders.
- Perform any other related duties as may be required.

3. ROLE REQUIREMENTS, QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

The incumbent must have:

- A Master's degree, or equivalent, from an institute of recognised standing in a relevant field to DIANA and 10 years of post-related experience in organisational change, leadership, and strategy development in a senior national/international level OR;
- A Bachelor's degree with 15 years post related experience with competencies in organisational change, leadership, and strategy development at senior national/international level.
- A minimum of 5 years in senior leadership positions within private and/or governmental entities with experience including working at board level or equivalent; overseeing operations within high-impact technology accelerator environments or similar high-paced, complex environments.
- Experience of working with a range of stakeholders across a range of seniorities.
- A proven track record as a high-level manager and organizer that builds strong cultures within diverse, remote teams: implementing



business systems and processes in an agile and innovative manner, managing human resource functions, scrutinising finances and budgets, and working collaboratively as part of a senior C-Suite leadership team.

- An empathetic, consultative, and problem-solving leadership style coupled with an ability to direct and drive toward the delivery of excellent results.
- Excellent networking, communication, and negotiation skills; with aptitude for learning and adapting styles to fit different circumstances and audiences.
- Possess the following minimum levels of NATO's official languages (English/French): V ("Advanced") in English; I ("Beginner") in French.
- A valid security clearance at NATO Secret, at the time of appointment.

DESIRABLE

The following would be considered advantageous:

- Direct experience of working within a defence technology innovation environment.
- Demonstrable experience of working at the intersection of government, industry, and academia.
- Demonstrated competence of working within complex political and policy environments at the national and/or international level – dealing with high-level government official and groups.
- Substantial working knowledge of NATO's innovation agenda and a good knowledge of NATO's technology and innovation ecosystems.
- Experience of founding an organisation from scratch or working within a dynamic technology startup environment in either a commercial or non-commercial setting.
- Experience and/or understanding of implementing agile management, matrix management and goals setting processes, systems, and best practice within an organisation. Formal project management certifications would be a bonus.
- Sound knowledge of current and emerging and disruptive technologies and trends.
- Knowledge of other NATO languages beyond English and French.

4. WHAT WE OFER

- Genuinely meaningful work as part of the newest unit within the most successful alliance in history.
- Tax-free salary.



- Household and children's allowances and privileges for expatriate staff including expatriation and educational allowances (where applicable) and additional home leave.
- Excellent private health insurance scheme.
- NATO pension scheme.
- Generous annual leave of 30 days plus official holidays.
- Flexible working conditions and a smoke-free office in London.
- Opportunities for learning and development.

In accordance with the NATO Civilian Personnel Regulations and DIANA Charter, the successful candidate will receive a definite duration contract of three years, which may be followed by an extension of up to two years.

If the successful applicant is seconded from the national administration of one of NATO's member States, a 3-year definite duration contract will be offered, which may be renewed for a further period of up to 2 years subject to the agreement of the national authority concerned. The maximum period of service in the post as a seconded staff member is five years.

Appointment will be subject to receipt of a security clearance (provided by the national Authorities of the selected candidate) and approval of the candidate's medical file by the NATO Medical Adviser.

Applicants who are not successful in this competition may be offered an appointment to another post of a similar nature, albeit at the same or a lower grade, provided they meet the necessary requirements.

For more information on DIANA, please visit our [website](#).