



The NAD Group CANDIDATE **INFORMATION** PACK



ABOUT US



We are the National Armaments Director (NAD) Group. Part of the Ministry of Defence (MOD), we bring together a wide range of expertise to develop, deliver, and sustain the UK's national defence capabilities. Working closely with industry, international partners, and allies, we provide the equipment, technology, and support services that enable our armed forces to operate effectively and respond to the challenges of today and tomorrow.

Established in 2025, the NAD Group unites key existing organisations such as Defence Equipment and Support, Defence Digital, Defence Science and Technology Laboratory, and Defence Infrastructure Organisation with new teams to provide a joined-up approach across the defence landscape.

[Click here to find out more!](#)



OUR PURPOSE

We exist to ensure that our sailors, soldiers, and aviators have the reliable, innovative, and life-saving equipment and technology they need to protect the nation and support global security. By working as one, we aim to deliver these capabilities more efficiently and in ways that also contribute to the UK's economic growth and international partnerships.

Together, we'll tackle some of the UK's most complex challenges, delivering solutions for Defence that strengthen national security, support prosperity, and ensure the UK remains safe at home and strong abroad.



OUR BENEFITS

Joining us means more than just exciting, meaningful work.

We're passionate about investing in your skills and wellbeing to help you achieve your goals and long-term success. Our benefits offer a wide range of support for your wellbeing, family life, and finances – plus plenty of opportunities to develop and shape your career.



25 days' annual leave plus one day a year up to 30 days after five years, and **eight bank holidays**



An **extra day** off to honour the sovereign's birthday



Flexible and hybrid working wherever possible to support your work-life balance - attending site a few days each week will be required and encouraged, depending on your role and team



Market-leading employer pension contribution of around **28.97%**



Enhanced **parental leave** schemes



Access to **specialist training** and **funded professional qualifications**



Support for **progression**



Huge range of **discounts** plus more!

[Discover more benefits](#)

We foster an inclusive environment where everyone feels valued and empowered to bring their whole selves to work. By encouraging creativity and innovation, we help our people thrive and achieve their best. When you join us, you become part of a culture that truly cares about your growth and success.

APPLICATION JOURNEY



While our organisations transition into the NAD Group, you may notice two application portals for our roles: Oracle Recruitment Cloud (ORC) and Civil Service Jobs. Both platforms are valid and may involve slightly different application pathways, all applications are managed in line with our open and fair recruitment journey, providing a consistent, transparent and fair recruitment process for every candidate.

CV WRITING HINTS AND TIPS!

As a Civil Service organisation, we operate a 'fair and open' recruitment process, based on meritocracy, and a high-quality CV is essential for showing us you're the best person for the job.

Following our top tips will give you best chance of success in your application!

- **Keep it simple and concise.** A good CV should be no longer than **2-3 pages** of A4 with clear headings
- Understand the advert and **tailor your CV accordingly**
- Ensure it's easy to pick out **the key information** using active language that is clear and direct and **avoid using acronyms**
- Use **assertive, positive language** (action words) such as 'developed', 'organised' or 'achieved'
- Write details in **chronological order**
- **Proofread** your CV. It should not contain spelling mistakes, punctuation and grammatical errors. Spellcheckers can help with this. First impressions count so the CV should look professional.
- Check out our detailed How to write your CV Guide for more support: [NAD CV & Personal Statement Guide](#)



Tailor your CV to the role by aligning your skills and experience with the job description's **essential criteria** and clearly demonstrate how you meet them.

JADE, TA RECRUITER

ARTIFICIAL INTELLIGENCE (AI)

We understand that AI can be a helpful tool when preparing your application. However, it's important that all examples and statements you provide

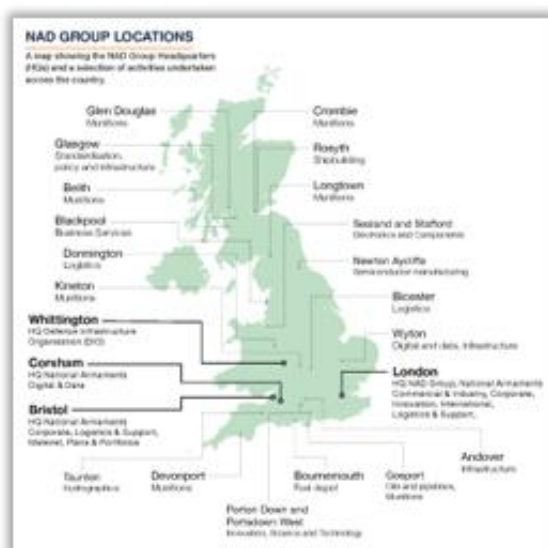
are truthful, factually accurate, and based on your own experiences to avoid the risk of plagiarism.

For further details on the appropriate and inappropriate use of AI, please refer to our [candidate guidance](#).



OUR LOCATIONS

There are plenty of places where you can join our team and support national defence as part of the Civil Service.



Our employees work across numerous locations throughout the UK, from major cities like London, Manchester, and Glasgow to key locations including Bristol, Portsmouth, and Salisbury.

We also offer unique opportunities to work in dynamic and diverse locations overseas, such as the USA, Spain, Paris, Germany, and more. Wherever you choose to join us, you'll be part of a committed team making a vital contribution to national security.



FURTHER INFORMATION

Our Recruiting Principles

We honour the Civil Service Recruitment Principles, which are a legal requirement for hiring within the Civil Service and ensure we hire on merit, on the basis of fair and open competition.

An inclusive environment for all

We champion a diverse and inclusive environment, where everyone can be themselves and give their best. Because by harnessing the power of different ideas, experiences, and perspectives, we can achieve our ambitions, together.

Reasonable adjustments

If you have a disability or additional need that requires accommodation, please let us know by completing the 'Reasonable Adjustments' section in the 'Application Questionnaire' page of the application form. Candidates with disabilities can also opt into the Disability Confident Scheme.

Your interview panel

Please note, your interview will involve a panel of trained interviewers from around our organisation and not necessarily from the specific team you will be joining.

Great Place to Work for Veterans & Disability Confidence Schemes

We are part of the **Great Place to Work for Veterans** scheme, helping UK Armed Forces service leavers transition into civilian employment. If you are a service leaver and not currently employed by the Civil Service, you may be eligible.

If you have a disability as defined by the **Equality Act 2010**, you can choose to opt into the **Disability Confident Scheme**.

Candidates who opt into either scheme and meet all the Essential Criteria will normally proceed to interview.

However, where a higher benchmark is required due to a high volume of applications, applicants under these schemes may be included in the standard sift process alongside all other candidates.

Probation

All employees joining the NAD Group, who are new to the Civil Service will be subject to a six-month probation period, which will be effective from the employment start date.

Remuneration – External candidates

The advertised salary is payable for full time advertised hours. If you wish to work less than the advertised hours, it will be on a pro-rata basis.

Remuneration – Existing civil servants outside of the NAD group

If you are already an employee of the NAD group, or work in the wider Civil Service, it is important you read our Remuneration Guidance.

Right to Work, nationality, visas and sponsorship

As part of our pre-employment checks, documentation will be required to prove your existing right to work in the UK (or the country of your Primary Duty Station for overseas roles). Each job advert will state if any specific restrictions apply regarding nationality – appointments will be made in accordance with the Civil Service nationality rules.

The NAD Group doesn't offer visa sponsorships for roles under the UK government's Right to Work Scheme. As such, should an individual's visa expire during the course of their employment, it is their responsibility to renew it or ensure their continued Right to Work.



Pre-employment checks

All our employees are required to complete pre-employment checks. Our Defence Business Services (DBS) team will contact you to arrange these.

The main checks involved in the onboarding process are:

- **HMRC References** – References will be obtained via your HMRC tax record.
- **Cabinet Office Fraud Checks** – Successful applicants will be subject to a check on the Internal Fraud Database (IFD), which contains information about individuals dismissed for fraud or dishonesty offences. Any applicant whose details are found on the IFD will be refused employment.

- **Disclosure and Barring Service (DBS)**

Criminal Record Check – This check helps ensure the safety of our employees and mitigates risks to the organisation.

- **Health Survey** – This survey helps us manage employee health and health risks, as well as understand any specific requirements you may have.

- **Security Clearance/Developed Vetting**

Successful candidates must meet the required security clearance level before being appointed. The level of clearance required will be stated in the job description. If you already hold SC clearance, this will need to be transferred to us. We encourage you to review the security clearance requirements before submitting your application. The MOD adopts a zero-tolerance approach to unacceptable behaviours. If you're an ex MOD employee, you will not be eligible or be considered for a post if you have been dismissed from a role for unacceptable behaviours within the last five years.

Reserve list

If more candidates are successful at interview than the number of positions available, their details may be held on a reserve list for up to 12 months. If you're offered a position from a reserve list, the terms and conditions that apply at point of offer will be applicable, subject to passing security clearance checks.

Raising the bar

At times, when there is a higher level of competition, we reserve the right to increase the pass mark. This may be applied at both CV sifting and interview stages.

Childcare vouchers

Any move to the NAD Group from another employer will mean you can no longer access childcare vouchers, as the scheme has now closed. This includes moves between government departments. However, you might be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://beststartinlife.gov.uk/>.

Privacy notice

The Ministry of Defence Privacy Notice informs how we will use your personal data, explains your rights and gives you information that you are entitled to under Data Protection legislation. If appropriate, your application form and selection information may be shared with additional vacancy holders across the organisation.

A smoke-free organisation

As of 31st December 2022, we're a completely smoke-free organisation, with the use of all tobacco products, e-cigarettes and vaping devices prohibited on our sites. If required, individuals can receive support in stopping smoking through our Employee Assistance

We're pleased to support you in taking the next step in your career.

If you have any queries before applying, don't hesitate to get in touch with the recruiter listed on the job advert. Alternatively, feel free to email: NAD-TalentAcquisition@mod.gov.uk referencing the job number in the subject line.

If you'd like to give feedback on the application process and the treatment of your application, please contact our **recruitment team**. If you've submitted a complaint and are not satisfied with the response you receive, you can contact the **Civil Service Commission**.

We wish you the best of luck with your application!

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Here, the supportive and flexible working environment, along with friendly and helpful colleagues, has helped me achieve a great work-life balance. I feel empowered to develop my career, and the genuine investment in my growth, combined with opportunities to take on new challenges, has made my career rewarding and fulfilling.”

- Mavis, Talent Acquisition Manager