

Ministry of Defence

National Armaments Director Group

Entry talent Candidate Information Pack

DEVELOPING TOMORROW'S TALENT TODAY

About us

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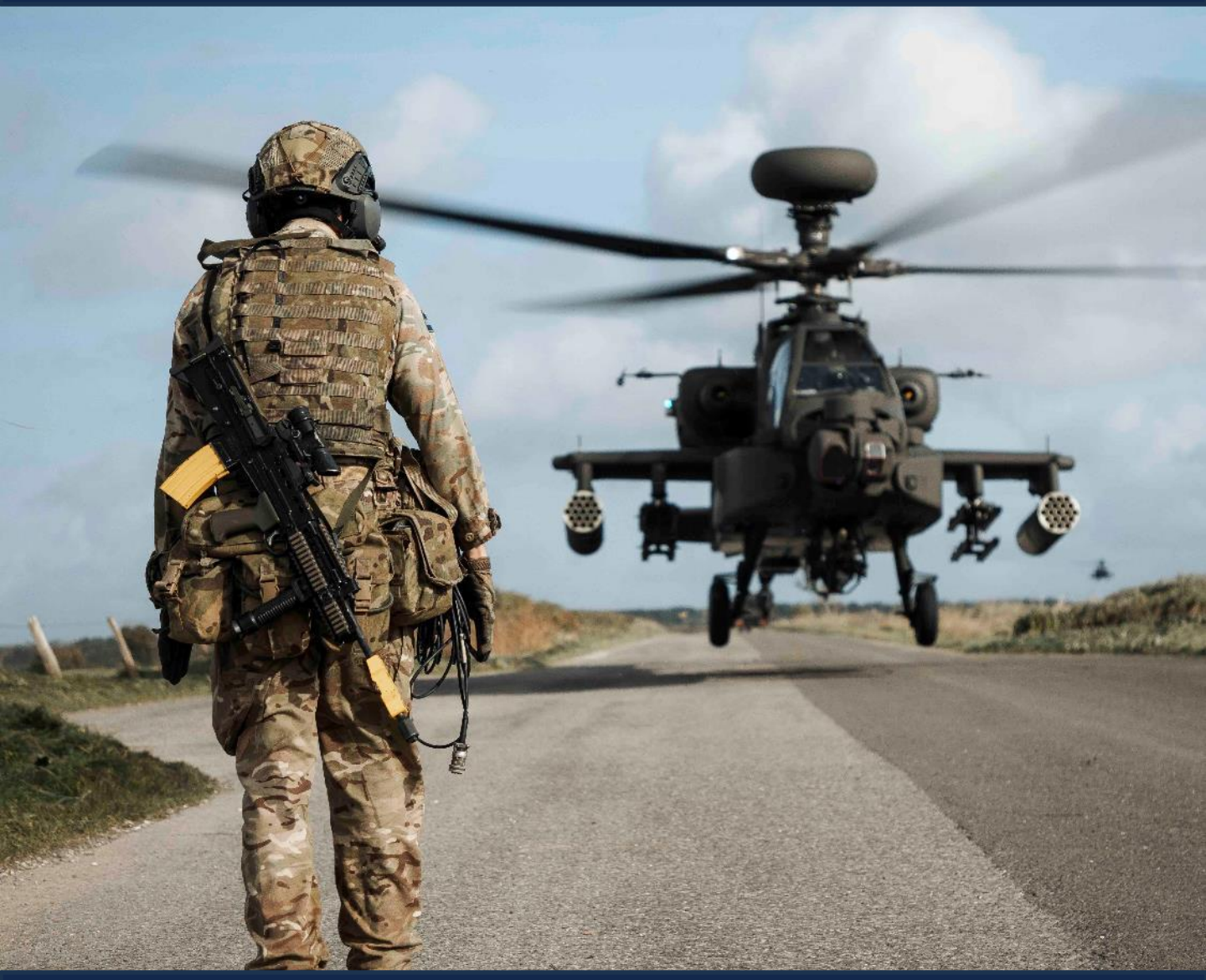

We are the National Armaments Director Group (NAD Group), part of the Ministry of Defence (MOD), bringing together a wide range of expertise to develop, deliver, and sustain the UK's national defence capabilities.

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.

Visit our website to discover more

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Our purpose

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We exist to make sure our sailors, soldiers and aviators have the lifesaving, battle-winning capabilities they need to overcome adversity.

We're dedicated to this mission, because we know our success will save lives, support our economy, and help our armed forces conserve our way of life.

Learn more about our projects



Our people

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Our people are at the heart of everything we do, and we want you to thrive. To us, you're more than an apprentice or graduate. You're a future leader, a specialist and an innovator.

We'll empower you to carve out your own career. Whatever you want to be, we'll help you get there as you discover new talents, new ambitions and new experiences. We develop potential like yours. That's why we say, **'Developing Tomorrow's Talent Today'.**

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Our schemes

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Apprenticeships

At the NAD Group, we're committed to helping you unlock your potential and build a bright future. As an apprentice, you'll be part of a supportive environment that values your individuality, nurtures your talents, and helps you grow both personally and professionally. With access to specialist training, a dedicated manager, and a strong support network, you'll gain the skills and confidence to excel in your chosen field.

Graduates

Our graduates come from all backgrounds, but they all share one thing: undeniable talent.

We're seeking driven and ambitious individuals to become the leaders and innovators of tomorrow. Our graduate schemes are designed to challenge and enhance your skills while giving you the chance to work on projects that truly matter to the nation. Join us, be fully supported as you grow professionally, and let your talent shine!



From Project Delivery to Engineering, Finance to Digital Technology, and more, explore our wide range of **apprenticeship and graduate schemes**

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Let's talk

Work benefits

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We're passionate about investing in your skills and wellbeing, to help you hit your goals and achieve long-term success. That's why our benefits are designed to support you at work, at home and financially.

- 25 days' annual leave, increasing by one day for each year of service up to a max of 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!
- Market-leading employer pension contribution of around 28.97%
- Competitive salary
- Professional training and funding for qualifications
- Support for development
- Huge range of discounts
- Volunteering days
- Enhanced parental leave schemes

Be part of our community

Here, you'll have the chance to join a wide range of staff networks. With inspiring allies and thought leaders, plus celebrations and awareness events, our networks will make sure you're part of the key conversations and communities.

Our networks include the Gender Equity Network, Race and Culture Network, Pride Network, Parents Network, Disability Network, Neuroinclusivity Network, Young Defence Network, Christian Network and many more!



"**As part of the network, it's nice to find that people actually like me being different. They don't want me to just fit in.**"
- Charlotte, Neuroinclusivity Network

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Our locations

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Our apprenticeship and graduate schemes offer a range of locations from which you can work, learn, and develop on joining your scheme you will be assigned a base location.

The options available for your particular scheme are stated in the advert you applied for.





CORSHAM

MOD Corsham is located between the towns of Corsham and Box in Wiltshire.

MOD Corsham is approximately 20 minutes drive away from the historic city of Bath, with the site located near the junction of the A4 and the B3109, and 15 minutes from Chippenham and the M4, Junction 17. Both London or Bristol and the Southwest can be accessed easily by train or car from both Bath and Chippenham.

Site Facilities include secure parking, Gym (subsidised membership fee), sports clubs and pitches, restaurant and coffee shops.

WYTON

RAF Wyton is a Royal Air Force station just 4 miles from the picturesque market town of Huntingdon, and around a 30-minute drive from Cambridge.

Wyton itself is located midway between Cambridge and Peterborough, and easily accessed from the A1 or A14.

Site Facilities include secure parking, Gym (subsidised membership fee) and sports clubs, restaurant and coffee shops

BRISTOL

MOD Abbey Wood is located in Filton on the outskirts of the South-West cultural hub of Bristol City.

There is parking on site, which can also be easily accessed from the Filton Abbeywood or Bristol Parkway train stations.

Site Facilities include a Gym (subsidised membership fee) and sports clubs, restaurant and coffee shops.



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Our locations

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STAFFORD

MOD Stafford is located just 5 minutes from the historic town centre of Stafford, with the countryside on your doorstep, and unbeatable national connections.

Just 10 minutes from the M6 (Junction 14), with easy access to Birmingham, Manchester, and London by car or direct rail.

On-site facilities include secure parking, modern gyms and sports pitches, restaurant, and coffee shop.

SEALAND

MOD Sealand is located on the Welsh-English border in Flintshire, offering a mix of scenic coastal-country living and vibrant city access.

Just 10 minutes from historic Chester and close to the A548 and A550, the site puts the North Wales coast within easy reach. Residents enjoy fast road and rail links to Liverpool, Manchester, and London via nearby Chester station.

On-site facilities include secure parking, a gym, and a restaurant and coffee shop.

LONDON

MOD Main Building, located in Whitehall, central London, near the Charing Cross and Embankment tube stations, on the opposite bank of the Thames from the London Eye.

Site Facilities include a Gym (subsidised membership fee), restaurant, and coffee shops.



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PORTSMOUTH / GOSPORT

Located across Portsmouth Harbour in Hampshire, our Portsmouth and Gosport sites offer a vibrant waterfront lifestyle.

Linked by a 4-minute passenger ferry and close to the M27, M275, and A32, the area puts Solent beaches, sailing, and the South Downs on your doorstep. Residents enjoy a choice of city life or quieter seaside living, with fast rail links to Southampton and London Waterloo from Portsmouth.

On-site facilities include parking, gyms and sports facilities, and a variety of restaurants, shops, and coffee outlets.

MANCHESTER

MOD Manchester is located in the heart of Manchester city centre.

Right next to Manchester Piccadilly station and close to the M60, M56, and M62, residents enjoy a choice of city-centre living, leafy suburbs, or nearby Peak District towns, with direct rail links across the North West and straight to London Euston.

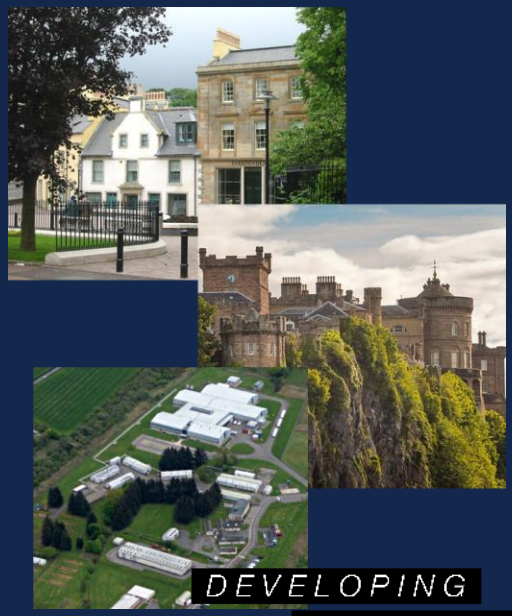
On-site facilities include modern collaborative workspaces, welfare rooms, and immediate access to city-centre gyms, restaurants, and coffee shops.

BEITH

Located in the Garnock Valley in North Ayrshire, DM Beith offers both a rural lifestyle or city living with easy commuting distance from Glasgow.

Situated just south of Beith off the A737, the site is roughly 25 minutes from Glasgow and within easy reach of the Ayrshire coast and Loch Lomond. Residents have a mix of local towns, villages, and Glasgow suburbs to choose from.

On-site facilities include secure parking, a staff restaurant, and open rural grounds.



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Your application journey

Here's what to expect when you apply for a role with us:

1. Submit your online application. Complete all information accurately, as well as how you meet our minimum selection criteria.
2. Online interactive assessments
   Completion time: approximately 35 minutes
3. Assessment Centre. Highest performing candidates will be invited to our AC.
4. Provisional offer (start of pre-employment checks)
5. Onboarding (completion of pre-employment checks inc. eligibility, and security clearance)
6. Formal offer (issued after successful completion of pre-employment checks)
7. Start your new career with us!

More on the process, checks and vetting

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Further information

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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. **Discover more on our website**.

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 ASSESSMENT PANEL

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

RESERVE LIST

Offers will be made in merit order, based on your assessment centre performance and the number of vacancies available. If you meet the required standard but we're unable to offer you a role, you may be placed on a reserve list for up to 12 months. Where candidates achieve the same overall Assessment Centre score, the Civil Service behaviours specified on your job advert will be considered, in priority order, to determine merit position. If candidates remain tied, all assessment evidence will be used to make the final distinction.

GREAT PLACE TO WORK FOR VETERANS

We're part of the 'Great Place to Work for Veterans' scheme, supporting service leavers to find secure and meaningful employment after leaving the UK Armed Forces. If you're a military service leaver, you can opt into this scheme on your application form and, if you meet all the Essential Criteria listed on the job advert, your application will progress straight to interview.

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.

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. 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 don'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.

Nationals from outside the UK or the **European Economic Area (EEA)** who attend assessment are required to provide original documents that prove their existing entitlement to work in the UK in their own right (i.e. not sponsored by their current employer).

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VETTING

Successful candidates must meet the **security requirements** before they can be appointed. You must obtain security clearance without caveats that could impact your role, or any conditional offer made may have to be withdrawn. We encourage you to read this to understand the requirements before submitting your application. The level of clearance will be stated on the job advert and is likely to be either Security Check (SC) clearance or Developed Vetting (DV).

CABINET OFFICE FRAUD CHECKS

As part of pre-employment screening, applicants who are successful will be subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences.
This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.

PRIORITISATION OF ASSESSMENT CENTRE INVITATIONS

Where high numbers of applications are received, vacancy-holders can choose to progress candidates to assessment centre that best meet the selection criteria for the job, rather than progressing all candidates that meet the essential criteria. In practice, a 'large volume' will not be strictly defined but will be left up to the discretion of recruitment team to decide the number of candidates they can reasonably accommodate at assessment centre.

CHILDCARE VOUCHERS

Any move to 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 **www.childcarechoices.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.

QUERIES AND FEEDBACK

If you would like to give feedback on the application process and the treatment of your application, please contact us at:
NAD-ETTA-Recruitment@mod.gov.uk

If you have submitted a complaint and are not satisfied with the response you receive, you can contact the Civil Service Commission:
info@cdc.gov.uk

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 us at **NAD-ETTA-Recruitment@mod.gov.uk**

Best of luck!

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"If you're interested in working with cutting-edge technology across a variety of environments, it's definitely worth considering. Where else could you work on ships, armoured vehicles, and aircraft all within the same organisation? The opportunities to learn and adapt are endless."

- Monty, **Engineering Apprentice**

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