

FURTHER INFORMATION



Management Structure

We're one of the UK's leading employers. Supporting the UK's armed forces means our people are responsible for delivering some of the world's most complex projects – and this makes your development one of our priorities. We need to ensure we have the right people, with the right skills, in the right place so we can meet the everchanging priorities of defence.

You'll have the opportunity to hone your abilities across assorted assignments, and expand your experience and develop new, specialist skills that will help you achieve your long-term career goals. And to support you on your journey, you'll be linked with a tight professional community – making it easy to network, share ideas, and gain help and advice from your colleagues. Ready to see where your ambition will lead you?



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. Starting pay may differ depending on qualifications, experience and specific role requirements.

Remuneration – Internal Candidates

From 1 April 2022, for internal candidates (DE&S and SDA only):

If you are moving to another role (same success profile) at the same grade and pay range, there will be no change to your salary.

If you are moving to another role (different success profile) at the same grade and pay range, your salary will be determined as follows:

- If salary is below the minimum (year 2), salary is increased to the minimum;
- If salary is between the minimum and upper limit, no change to salary.

If you are moving to another role (different success profile) at the same grade but higher pay range, your salary will be determined as follows:

- If salary is below the minimum (year 2), salary is increased to the minimum;
- If salary is between the minimum and upper limit, no change to salary.

If you are moving to another role (different success profile) at the same grade but lower pay range, your salary will be determined as follows:

- If salary is below the minimum (year 2), salary is increased to the minimum;
- If salary is between the minimum and upper limit, no change to salary;
- If salary is above the upper limit, salary will be restricted to the upper limit. No mark time.

If you are moving to another role (different success profile) to a higher grade, your salary will be determined as follows:

- 10% increase, or
- Minimum of the higher grade pay range

This will be subject to the following:

- If the 10% increase takes the salary above the threshold for the new pay range, salary will be restricted to the threshold
- Where this is the case, the increase in salary will be no less than 5%
- No employee will be paid above the upper limit of the pay range
- Wherever a consolidated increase is less than 10%, the difference will be paid as a non-consolidated single lump sum

If you are moving to another role (different success profile) to a lower grade, your salary will be determined as follows:

- A 10% reduction in salary
- Where a 10% reduction would result in a salary below the minimum of the new pay range, the minimum will be applied
- Where a 10% reduction results in a salary above the upper limit of the new pay range, the upper limit will be applied.



Remuneration – Existing Civil Servants outside of DE&S and SDA

DE&S and SDA use their own grade structure and grading methodology. This utilises a broadly comparable read across to Civil Service grades but does not confirm exact grade equivalency between DE&S, SDA and other Civil Service organisations, including MOD. For the purposes of employees moving to DE&S or SDA, the broadly comparable read across will be used to define promotions, level moves and downgrading:

DE&S/SDA Grade

TSII
TSI
STSI
STSI
PII
PI
SP

MOD/Civil Service Grade

AA
AO
EO
HEO
SEO
G7
G6

From 1 April 2022, existing civil servants outside of DE&S and SDA, appointed to a broadly comparable grade, will move to the minimum of the pay range or retain current salary, whichever is greater. Where current base salary is above the maximum of the pay range, salary will be restricted to the maximum. Pay protection/mark-time will not apply.

From 1 April 2022, existing civil servants outside of DE&S and SDA, appointed to a higher comparable grade, will receive a 10% increase in pay or minimum of the higher grade pay range whichever is greater.

This will be subject to the following:

- If the 10% increase takes the salary above the threshold for the new pay range, salary will be restricted to the threshold.
- Where this is the case, the increase in salary will be no less than 5%
- No employee will be paid above the upper limit of the pay range
- Wherever a consolidated increase is less than 10%, the difference will be paid as a non-consolidated single lump sum.

From 1 April 2022, existing civil servants outside of DE&S and SDA, appointed to a lower comparable grade, will receive a 10% reduction or maximum of the lower grade pay range whichever is the lower.

Childcare Vouchers

Any move to DE&S or the SDA from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>.



Eligibility

All employees joining DE&S/SDA 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.

Reserve List

We may hold a reserve list for up to twelve months from the date of allocation from which future vacancies may be filled, should additional successful candidates be identified during the selection process.



Please note that reserve lists may be split within a campaign by location, business unit or niche position requirements. If you're offered a position from a reserve list, the terms and conditions that apply at point of offer will be applicable.



Visa/Sponsorship

DE&S and SDA do not offer visa sponsorships for roles under the UK Governments Right to Work Scheme. Applications from Nationals from outside of the UK or the European Economic Area (EEA – <https://www.gov.uk/eu-eea>) who attended an interview 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).

Reasonable Adjustments

If an applicant is put at a substantial disadvantage compared to others, we have a duty to make reasonable adjustments to our processes. If you need an adjustment to be made you should complete the 'Assistance required' section in the 'Additional requirements' page of your application form to tell us what you might need.

On Site Smoking Policy

As announced by the Secretary of State in February 2018 and in-line with a wider Government commitment, Defence will be introducing smoke free working environments by 2022. This is a key part of the Defence Smoking and Tobacco Control Strategy 2017-2022 and will play a major role in reducing smoking prevalence amongst our employees.

The DE&S and SDA commitment to this will be to ensure that all sites are tobacco free by the end of 2021 and totally smoke free (including vaping) by the end of 2022. Individuals can receive support in stopping smoking through our Employee Assistance Program.



TUPE

Applicants are advised that a number of these positions may be part of a potential future outsourcing process. If you are appointed to one of these and the outsourcing goes ahead, you and your post would transfer to the new employer under the TUPE Regulations if you are still in post on the Vesting day.



Equal Opportunities

DE&S and SDA are committed to equality of opportunity for all staff, and actively encourages applications from those who are significantly underrepresented within our sector.



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 <https://www.gov.uk/government/publications/defence-business-services-privacy-notice>.



Complaints

In the unlikely event you feel that your application has not been treated in accordance with the Civil Service Recruitment Principles and you wish to make a complaint you should in the first instance, contact the DE&S Recruitment Office on DESHR-WSC-PMOCOMPLAINTS@mod.gov.uk. If you are not satisfied with the response you receive from the DE&S Recruitment Office then you can contact the Civil Service Commission at <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-complaints/>.