



Submarine
Delivery Agency

Head of Submarine Acquisition Portfolio

Candidate Information Pack

Foreword

Director Submarine Acquisition

Submarine Delivery Agency

Foreword

Thank you for expressing an interest in the Head Submarine Acquisition Portfolio role at the Submarine Delivery Agency (SDA).

Our Agency is central to the UK Government's £178 billion equipment plan for the British Armed Forces, and is responsible for the procurement, in-service support and decommissioning of all UK nuclear submarines.

The nuclear submarine programme is a national endeavour and one of the largest UK investment programmes in existence, of critical strategic importance. We design, build and support a unique piece of military hardware which must take its crew to sea for months at a time, keeping them there in safety, whilst powered by a nuclear reactor and, in some, housing ballistic missiles. This is what makes a nuclear submarine the most complex machine that the United Kingdom makes and supports, and this means we need people with exceptional skills to successfully deliver the programme.

We are looking to appoint to the Head of Submarine Acquisition Portfolio to lead a team of c.90 personnel based predominantly in Bristol and Barrow-in-Furness. The post is critical in supporting the SDA to deliver materially available, globally deployable Royal Navy Submarines to meet Defence requirements - both now and into the future.

This is a Senior Leadership Group role that will take overall responsibility for managing the SDA's relationship with BAE Systems Submarines, integrating across all contracts with the supplier, driving the implementation of the SDA's Tier 1 Strategy and acting on behalf of Director Submarine Acquisition in the Project Management of the Submarine Build Capability Contract (SBCC).

As such, the role will lead the development of the SDA to BAE Systems business relationship within the framework of the SDA's Tier 1 Supplier Strategy, and lead implementation of the strategy itself. The SBCC set out to deliver improvements over the previous Foundation Contract and enable the schedule delivery of the Dreadnought, Astute and SSNR programmes.

Dr Tim Sheldon **Director Submarine** **Acquisition** **Submarine Delivery Agency**



I am looking for an individual who is willing to be empowered to set their own agenda. They will establish and lead a high performance multi-disciplinary team to integrate the strategic picture across multiple projects and have a demonstrated ability to produce coherent analysis and investment cases. The role will require someone who can demonstrate the ability to lead and integrate across commercial, financial and programme disciplines to drive performance improvements and deliver key supplier management. This will include the ability to build and maintain strong, collaborative relationships with the Royal Navy, Regulators and with industry to ensure enterprise success. And we want someone who can take tough decisions, accept accountability to deliver and work as part of a team to manage complexity. I will also be looking for someone who encapsulates the core values of the Civil Service and can inspire our people to achieve the SDA vision. If you think you are that person, I would be interested to hear how your previous roles and experience have prepared you for this role.

This is an exciting time for the SDA. I look forward to welcoming you onboard to become part of our journey.

Submarine Delivery Agency History

The Submarine Delivery Agency History

The Submarine Delivery Agency (SDA) is an Executive Agency of the Ministry of Defence (MOD) responsible for the procurement and support of the UK's nuclear submarines. Our work is of unparalleled strategic importance nationally and internationally, ensuring the security of the UK's continuous at-sea nuclear deterrent. As the organisation responsible for this substantial and wide ranging programme of work, we are accountable to the MOD for the procurement of the new Dreadnought and Astute Class submarines and to the Royal Navy for in-service support provision.

We employ approximately 1700 highly qualified professionals with significant subject matter expertise and annual spend of c. £3.5 billion. The UK's Nuclear Submarine Programme comprises submarines in service, in production and in concept phase as well as systems and equipment programmes that support those submarines including nuclear propulsion systems, the Trident missile programme and submarine combat systems. The programme is extremely complex and involved, covering the entire lifecycle from concept to decommissioning and final disposal. This is in addition to supporting related infrastructure activity in base ports with significant safety requirements. The programme stretches out beyond 2070 with the Dreadnought Programme alone costing £31Bn.

Formed in April 2018, we are on our way to becoming a high-performing organisation, bringing together existing expertise with heightened managerial, commercial and procurement capability to ensure excellence and cost-efficient delivery of the UK's nuclear submarine assets for decades to come.

We are committed to employing the best people and improving the diversity of our workforce.

We work closely with the Defence Nuclear Organisation in MOD Head Office, the principal customer for nuclear submarine capability and the Sponsor of the SDA, and with Navy Command as the end User. We are overseen by a Board led by a Non-Executive Chair. We operate closely with our Tier One suppliers, BAE Systems Submarines, Rolls-Royce Submarines and Babcock, including through the Dreadnought Alliance, a commercial alliance between the MoD, BAE Systems Submarines and Rolls-Royce to deliver the UK's next generation ballistic missile submarine.

For more information on the SDA, read our [Corporate Plan](#).



Head Submarine Acquisition Portfolio

The Role

The Role

Head Submarine Acquisition Portfolio focuses on managing the strategic relationship between BAE Submarines (BAES) and the SDA. They will be the BAES Account Management Lead, ensuring coherence across the BAES/SDA contracts and owning the supplier development plan. They project manage the coherence and support requirements of programmes across the portfolio and will lead in shaping the approach and implementation of Dreadnought Delivery Phase 3 (DP3), and in negotiating future contracts. The role will be accountable for the implementation of the Submarine Build Capability Contract (SBCC) which provides greater cost and performance transparency, drives collaboration and achieves a firm commitment to future value, including schedule certainty.

The post holder will be fundamental to gaining the approval for the next phase of the Dreadnought and Nuclear Powered Submarine (SSN) replacement programmes. They will engage with a wide range of internal and external stakeholders including the Cabinet Office, Her Majesty's Treasury and Independent Projects Authority, which will attract significant government, public and political interest.

Owing to the sensitive nature of the submarine programme and national security considerations, the role holder is required to be a sole UK National and undergo a Developed Vetting clearance.



Head Submarine Acquisition Portfolio

Responsibilities

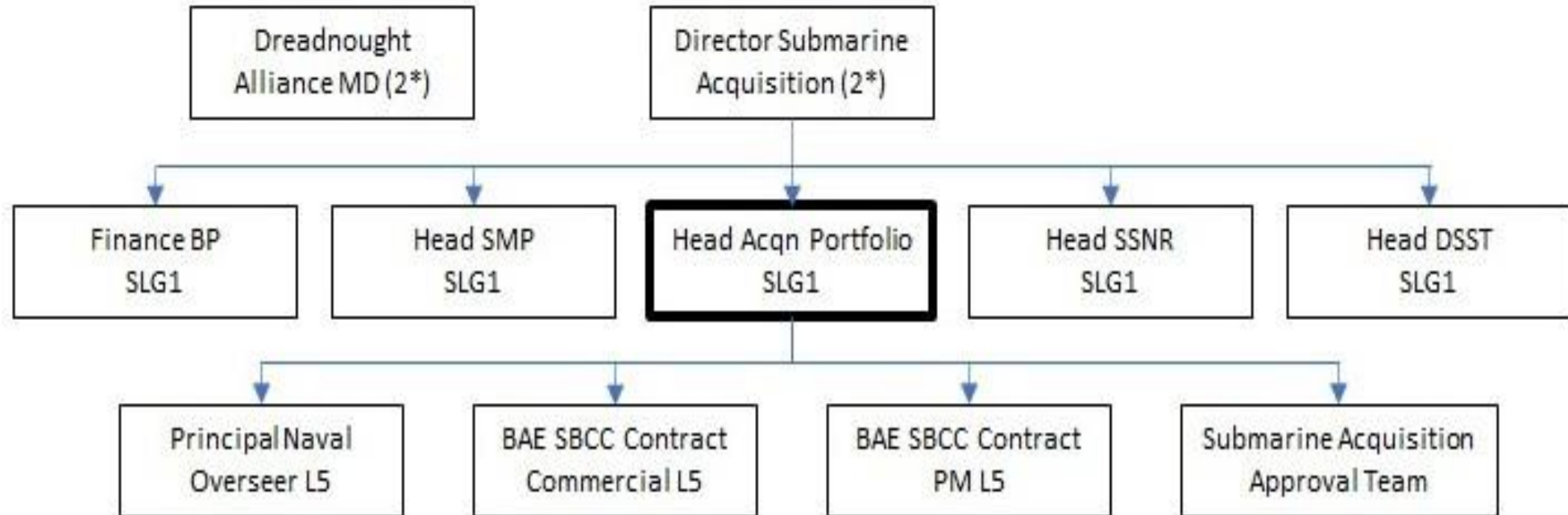
Responsibilities

The following responsibilities, whilst not an exhaustive list, are required for successful execution of the role:

The role is responsible for:

- Leading the development of the SDA to BAES business relationship within the framework of the SDA's Tier 1 supplier strategy.
- Leading the implementation of the Tier 1 strategy.
- Leading initiatives to secure improvements in delivery performance.
- Acting as the SDA lead on the Submarine Build Capability Contract, overseeing, as the contract manager, BAES' deliverables under that contract.
- Leading the delivery of security activities across the directorate and, specifically, act as the MOD Responsible Person for Barrow site security, MOD client and asset owner for the SMITE steam machinery test facility.
- Working with Head Acquisition Finance to develop improved cost consciousness and cost performance within BAES.
- Providing leadership to the Principal Naval Overseer organisation.
- Leading the Submarines Acquisition approvals hub to support approval of submissions from across the directorate.
- Developing and implementing change that will significantly impact the overall organisation and contribute to strategic transformation initiatives both within the SDA, MOD and wider Government.
- Setting the strategic direction and development of submarines acquisition business.
- Inspiring our people to achieve the SDA vision, mission and objectives and to deliver key supplier management. They will also have a commitment to provide leadership and decision making within their remit

Organogram



Head Submarine Acquisition Portfolio

Person Specification

Person Specification - Essential Criteria

Please evidence the following 6 Essential Criteria in your Supporting Statement.

ESSENTIAL CRITERIA:

- Extensive experience of working with senior stakeholders and facilitating and influencing decision-making at board level.
- Leadership and Project Delivery: proven success in leading, aligning and delivering projects in large and complex portfolio/programmes with industry.
- Ability to determine the best means to develop and deliver solutions to requirements within the context of portfolio objectives and constraints.
- Experienced in consolidating and documenting the fundamental components of portfolios (scope, schedule, resource requirements, budgets, risks, opportunities and issues, and quality requirements).
- An ability to lead and develop highly capable cross-functional teams and exert significant influence both within and outside direct line management.
- Demonstrable commitment to Diversity and Inclusion.

DESIRABLE CRITERIA:

- Experience in the management and operation of a Nuclear Site and Submarine Construction.
- Advanced Nuclear Training up to and including NDOC or equivalent.
- Experience of working within a major UK investment project, involving both public and private sector organisations



Person Specification – Personal Skills

- Strong track record of driving successful delivery and tangible outputs and be a proven leader.
- Exceptional influencing, negotiating and stakeholder management skills showing the ability to engage and work with a full range of stakeholders.
- Ability to manage change and ambiguity and effectively drive successful business outcomes.
- Ability to identify and rationalise interdependencies between multiple issues in complex delivery environments.
- Aptitude for inspiring others with vision, cultivate change and challenge performance, coaching and developing performance.
- Natural leader who can negotiate with Industrial Partners collaboratively whilst also being demanding in the interests of the UK Government.
- Excellent communication, negotiation, and presentation skills.

- Intellectual capacity to understand quickly the most complex of issues with an ability to think strategically to shape the long term vision.
- Naturally innovate ways of working and improve the use of resources.



Head of Submarine Acquisition Portfolio

How to Apply

How to apply - 1

To apply, please submit your:

- **CV**
- A separate **Supporting Statement** of no more than 2 pages in a MS Word document providing clear evidence of how you meet the **Essential Criteria** laid out in the Person Specification (Page 12).
- On receipt of your application, you will be asked to **complete a Diversity Monitoring questionnaire**. If you do not wish to provide a declaration on any of the characteristics, you have the option to select 'prefer not to say' but completion of the form is a **mandatory part of the process**, and your application will not be considered complete without it.

Timeline:

Please note that these dates may be subject to change.

Closing Date	
Shortlist	Thursday 15 th December 2022
Interview	Week commencing 9 th January 2023

- The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer. **For more information, see the [Civil Service Diversity and Inclusion Strategy](#)**
- All applications will be reviewed by the selection panel with the strongest candidates being invited to the interview process in Barrow-In-Furness. Full details of the selection process will be made available to shortlisted candidates.
- SDA reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries.
- By applying for this role, **SDA may also consider your application for other suitable roles** within the organisation for a 12-month period from the closing date of the original campaign.
- **Applications must be submitted by 23:55 on Sunday 11th December 2022 to deshr-scsrecruitment@mod.gov.uk with the subject line "Application – Head of Submarine Acquisition Portfolio".**
- **If you would like to discuss the role in more detail before applying,** please contact Jennifer.ellis158@mod.gov.uk to arrange.

How to apply - 2

Overview of the Process

All applications will be reviewed by the selection panel who will consider the evidence provided by candidates against the essential criteria. Those shortlisted will be invited to an interview in Barrow-in-Furness. The assessment process may also involve other forms of assessment to support the panel's decision making. If candidates are required to prepare a presentation for their interview, they will normally be given at least one week's notice of the subject. Full details of the selection and assessment process will be made available to shortlisted candidates once the shortlist has been completed.

Due to the volume of the applications we receive we cannot guarantee feedback in relation to the longlist or shortlist results.

The SDA and Defence Equipment & Support (DE&S) work closely alongside each other and operate a common workforce approach. By applying for this role, SDA & DE&S may also consider your application for other similar and suitable roles within the organisation for a 12-month period from the closing date of the original campaign.

Civil Service Recruitment Principles

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles.

The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity – and forms part of the relationship between Civil Servants and their employer.

More detailed information can be found at the Civil Service Commission website

<http://civilservicecommission.independent.gov.uk/wp-content/uploads/2015/04/RPApril2015.pdf>

In the unlikely event that you feel that your application has not been treated in accordance with the Commission's Recruitment Principles and you wish to make a complaint you should, in the first instance, contact DESHR-WSC-PMOCOMPLAINTS@mod.gov.uk. If you are not satisfied with the response you receive from the department you can contact the Office of the Civil Service Commissioners at info@csc.gov.uk

Head of Submarine Acquisition Portfolio

Terms of Employment

Terms of employment

The information offered in this document is supplied in good faith but does not in itself form part of the contract of employment.

This is a Senior Leadership Group role within the Submarine Delivery Agency (Senior Civil Service Pay Band 1).

Location:

Barrow-in-Furness. We offer flexible and remote working.

Salary:

External Candidates: £85,000 to £117,800 per annum (Plus benefits) with flexibility to appoint beyond this for exceptional candidates.

Civil Servants: See Page 20 for full SCS PB 1 banding and more information about rules around Civil Service pay for internal candidates.

Bonus:

You will be eligible to earn up to 30% non-contractual, non-pensionable, non-consolidated performance related award according to current DE&S/SDA policy.

Annual Leave:

25 days in the first year, rising by one day per year to a maximum of 30 days.

Pension:

You are entitled to membership of a Civil Service Pension Scheme. More information can be found at www.civilservicepensionscheme.org.uk

Relocation:

Relocation expenses will be available for this post.

Other Benefits:

MOD endeavours to support a work/life balance for all staff. Other benefits include: access to nursery places, a childcare voucher scheme, flexible working arrangements, remote access to systems to allow for remote working and enhanced maternity, paternity and adoption allowances.

All employees joining SDA or DE&S who are new to the Civil Service will be subject to a 6-month probation period effective from the employment start date.

Contract Type*

Permanent.

Nationality

This is a reserved post and as such you must be a sole UK National to be eligible to apply.

Security and Vetting

If successful, you will be required to undergo security vetting to Security Clearance (SC) level as a pre-condition of formal offer and employment and, after employment, Developed Vetting (DV).

Please note that individuals should normally have been resident in the UK for 5 years preceding their application for DV clearance. For further information please follow this link <https://www.gov.uk/guidance/security-vetting-and-clearance>

Terms of employment – FAQ's

- **Official Secrets Act:** This post is covered by the Official Secrets Act.
- **What Pre-Employment Screening will I undergo prior to a formal offer of employment?** The successful candidate will be subject to pre-employment screening checks including confirmation of identity, employment history over the last three years (or course details if in full time education), nationality and immigrations status, and criminal record (unspent convictions only). Checks 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 and dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.
- **What will you do with my information?** We take our responsibilities under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The Diversity Monitoring form is used for monitoring the selection process only. If you are unsuccessful, personal data relating to your application will be destroyed after 12 months. If you are successful, data will be held by DE&S HR.
- **What is the Civil Service Code?** All civil servants are subject to the provisions of the Civil Service Code, which details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit <https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code>.
- **What is the Civil Service framework on behaviours at leadership, and how can I prepare for my interview?** Find out more here [Civil Service Competency Framework](#)
- **Are there any restrictions on Political Activities?** During the period of appointment there will be certain restrictions on political activities.
- **What should I do if I think that I have a conflict of interest?** Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department. If you believe that you may have a conflict of interest, please contact modrecruitment.grs@cabinetoffice.gov.uk before submitting your application.
- **What is your approach to Equal Opportunities?** The MOD is an Equal Opportunity employer, aiming for the widest possible diversity in its workforce, drawing recruits from every part of the community. We particularly welcome applications from ethnic minority people, women and people with disabilities who are currently under-represented. Our policy is to provide equal opportunities for employment, career development and promotion to all eligible personnel on the basis of ability, qualifications and fitness to work. Under the Equalities Act 2010 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application.
- **We will also consider any reasonable adjustments** under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post. Please complete a Disability Confident Scheme form and submit it with your application.
- **What do I do if I want to make a complaint?** In the unlikely event that you feel that your application has not been treated in accordance with the Commission's Recruitment Principles and you wish to make a complaint you should, in the first instance, contact DESHR-WSC-PMOCOMPLAINTS@mod.gov.uk. If you are not satisfied with the response you receive from the department you can contact the Office of the Civil Service Commissioners at info@csc.gov.

Rules on Civil Service Pay for Existing Civil Servants

Civil Servants within DE&S/SDA applying on promotion or level transfer will follow existing internal rules relating to pay.

An existing DE&S/SDA Civil Servant promoting into Senior Leadership Group will receive the greater of either up to a 10% increase of current salary or the minimum of the advertised range (SCS pay band 2 salary band minima). An existing DE&S/SDA Civil Servant applying on level transfer will remain on their current salary.

Appointments for existing Civil Servants, but not DE&S employees, applying on level transfer:

The salary offer will be dependent on the applicant's circumstances, and will be covered by one of the following three scenarios:

- i. If the candidate's salary is within the advertised range, there will be no change in salary on appointment
- ii. If the candidate's salary is above the advertised range, the salary will be reduced to the maximum of the range on appointment
- iii. If the candidate's salary is below the advertised range, the salary will be increased to the minima of the range on appointment

Appointments for existing Civil Servants from other government departments or MOD applying on promotion to the Senior Civil Service (SCS):

The salary will follow Civil Service rules relating to pay and an existing Civil Servant promoting into SCS will receive the greater of either up to a 10% increase of current salary or the minimum of the advertised range (SCS pay band 1 salary band minima).

The Full SCS 1 Pay Band for this role is: £73,000 to £117,800





Submarine
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Contact us...

Should candidates like to discuss the role in more detail before submitting an application, please contact :

Jennifer.Ellis158@mod.gov.uk