



Ministry
of Defence

de&s

Candidate Pack

DE&S Head of Function, Project Delivery

Closing date: 13th June 2023 @ 23:59



**YOUR AMBITION
LEADS HERE**

WELCOME MESSAGE

I am so pleased that you are interested in this exciting, challenging but important role.

We have a mission to meet the needs of our Armed Forces, both currently and into the future. As part of the team at Defence Equipment and Support (DE&S) we have the opportunity to play a critical role in ensuring the security of the UK.

There are many powerful reasons to join DE&S and this position offers the opportunity to take on an impactful and challenging role that will contribute significantly to the delivery of equipment to the Armed Forces.

As the Head of Function for Project Delivery you will play a crucial role in leading the DE&S Project Delivery function and being responsible for driving continuous improvement in capability levels within the Function. The role demands strategic thinking and the ability to motivate and develop Project professionals and strengthen the influence of Project Delivery as an enabler across the organisation. You will be part of a diverse working community and this position will be part of the Senior Leadership Group to collaborate, share ideas and support each other.

Adoption of standardised processes, toolsets and governance across our four delivery domains is key to improving the maturity of the Function, along with driving a cultural shift towards a stronger focus on project and industry performance.

To be successful, you will be a Project Delivery professional with experience of operating at a strategic level in a large, complex organisation.



You will be able to demonstrate your ability to deliver continuous improvements to DE&S project delivery standards and the capabilities of our people – inspiring them to successfully deliver equipment and support to the UK's Armed Forces for operations now and in the future.

You will know that you can't do that on your own, so demonstration of senior management experience in coaching and developing high performing teams and effective stakeholder and supplier management will also be key.

This is an exciting time for DE&S and our Project teams, I hope the prospect of being part of that excites you, and I look forward to your application.

**- Simon Hughes,
Director Programmes and Change**



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*THIS IS AN EXCEPTIONAL OPPORTUNITY
FOR A **DYNAMIC, COMMITTED AND
INCLUSIVE** LEADER TO JOIN US AND
MAKE A LASTING **IMPACT**”*

- DR JILL HATCHER, HR DIRECTOR

OUR ORGANISATION

Equipping and supporting the UK's Armed Forces

We're a highly specialised part of the Ministry of Defence. From the procurement of aircraft carriers, food, clothing, tanks to fighter jets, we ensure our UK Armed Forces – the Royal Navy, the British Army and the Royal Air Force – have the equipment and support they need to carry out their duties effectively, as they represent UK interests at home and overseas.



Headquarters, Abbey Wood, Bristol



We employ over **11,500** talented civil servants, military personnel and private contractors across more than **150** locations around the world



Every year we deliver a programme of work worth over **£10 billion**



We deliver over **80%** of the MOD's largest and most complex equipment projects



We spend over **£8 billion** every year on UK contracts which supports over **88,000 jobs**

OUR VALUES

Our four values are woven through everything we do. We use these values to define the high standards we aspire to, and the successes that we celebrate:



Excellence. We constantly seek new and innovative ways to be better. We deliver on our promises.



Collaboration. Together we are stronger. We deliver more success through shared goals and mutual support.



Inclusivity. Everyone matters. We feel and offer respect, value and acceptance. We seek out diversity of thought and perspective.



Integrity. We are trusted. We hold ourselves accountable for outcomes – good and bad.

OUR LEADERS

Our leaders are committed to:

- ▶ Creating a sense of **purpose** and focusing on **outcomes**
- ▶ Demonstrating passion to **change things for the better**
- ▶ Making **sound, evidence-based decisions**
- ▶ **Empowering** and **developing** individuals and teams
- ▶ **Creating an inclusive culture** where everyone feels comfortable to challenge
- ▶ **Collaborating, making connections** and encouraging **cross-system working**
- ▶ Continually developing self-awareness and **reflecting on leadership style**



You can find out more about DE&S behaviours on pages 11–13 of the [DE&S Success Profile framework](#)



Diversity and inclusion is fundamental to our growth and success



“Together, we’re taking proactive, determined steps to improve diversity across our organisation. Throughout my career I’ve been passionate about inclusion and I’m proud to be a positive advocate for women.”

- **Jo Osburn**, Chief Operating Officer, Land,
and DE&S Diversity Co-Champion

We’re championing diversity and inclusion at all levels – so we can all be at our best

In DE&S, we believe that through true diversity we can build an inclusive and innovative environment, where our employees and our organisation can thrive. We’re home to a wide range of employee networks, from the Women’s Inclusive Network and the Race and Culture network, to the Pride, Neuro Inclusivity, Parents and Social Mobility and the Disability networks. These networks are a great place for people to connect, and have their opinions heard. They run a wide range of activities, ensuring their members are part of key conversations and raising important issues across our community, to advance our inclusion journey and help everyone feel like they belong.

Each of our networks is championed by a member of our senior leadership team. Your role as a leader will be to ensure our people can be the very best they can be, everyday.



ABOUT THE ROLE

Head of Function, Project Delivery

Location

MOD Abbey Wood, Filton, Bristol BS34 8JH

Contract

Permanent, full-time

Salary

£80,750 - £95,000

Current Civil Servants: See Page 11 for more information about rules around Civil Service pay.

Bonus

You will be eligible to earn a non-pensionable, non-consolidated performance-related award. Currently, this is up to 30% for this role and is dependent upon personal and organisational performance, this may be subject to change.

Vetting

This post is a non reserved position, although you will require Security Check (SC) clearance, which can be obtained once a provisional offer is made.

Travel

Some UK travel will be required.

Hybrid Working

We're proud to champion hybrid working, to support our people with work-life balance, while ensuring we meet our mission. Working flexibly between your home and the office - together, we'll find a balance that works for us both.

Summary of the role

This role leads the DE&S Project Delivery Function and is responsible for driving continuous improvement in capability levels within the Function and the accountability of Project professionals, which in turn will strengthen the influence of Project Delivery as an key enabler across the organisation. Adoption of standardised processes, toolsets and governance across all Domains (Land, Air, Ships, and Strategic Enablers) is key to improving the maturity of the Function, along with driving a cultural shift towards a stronger focus on project performance.

Role Responsibilities

As Head of Function, Project Delivery, you will:

- Integrate across Functions to enable Project Professionals to lead multifunction teams effectively and support the generation of material to enable successful project delivery.
 - Be the Deputy Head of Profession, influencing and contributing to Civil Service, Infrastructure Projects Authority and project delivery strategy and implementation, ensuring appropriate DE&S adoption.
 - Provide the means to fulfil the technical competency of all staff (DE&S wide) leading projects and programmes.
 - Future proof the capability of PD Function through understanding trends across academia, Customers, Industry and key Stakeholders to develop strategies and implement change.
 - Establish strong relationships with Domains and Functions to highlight PD as an enabling integrating construct to maintain and evolve good practice.
- Improve relationships with Industry to improve negotiation and delivery of Project outcomes and long-term Supplier relationships, provide expert capability to identify and assess and address underlying systematic issues.
 - Be responsible for the delivery of 2nd party assurance, specialist advice and delivery.
 - Provide expert support to the DE&S Organisation approach to manage projects.
 - Improve the “leading Industry” and commercial astuteness of Project Professionals to equip them to negotiate and deliver projects.



What are we looking for?

To be successful with your application, you'll need to be able to demonstrate against the following **6 Essential Criteria**

- Experience of dealing with industry and government.
- Project delivery of major complex projects throughout the whole project life cycle.
- Strategic and Functional experience – preferably in major balanced matrix, multi-functional organisations.
- Commercial, Project Management Office (PMO), Procurement experience, including managing Customers and Suppliers.
- Operating in a senior leadership role within a large and complex organisation.
- Demonstrable Commitment to Diversity and Inclusion.

Desirable Criteria:

- Ability to improve and demonstrate change.
- Chartered, or working towards Chartered Project Professional.
- Demonstrate process improvements and delivery of change initiatives.





APPLICATION PROCESS

How to Apply

DE&S has appointed Veredus as an executive search firm for this appointment and they will manage the campaign.

This is an external competition open to candidates with a background in either the public or private sector.

To apply for this post, you will need to submit the following documents, via the Veredus website – www.veredus.co.uk, quoting the reference number & job title: 11694 – “Head of PD Function” by 23:59 on 13th June 2023.

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
2. A **Supporting Statement** (around two pages) outlining how you consider your personal skills, qualities and experience match the requirements of the person specification.
3. A completed **Diversity Monitoring Form** All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.
4. A completed **Candidate Supporting Information Form**.
5. A completed **Disability Confident Scheme Form** – if applicable.
6. A completed **Conflict of Interest Form**.

- Word versions of the forms can be found on the Veredus website under 11694 Supporting Documentation for ease of completion.
- At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: www.veredus.co.uk/privacy-and-cookies
- 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](#)



APPLICATION PROCESS

CIVIL SERVANTS



All Civil Servants applying on promotion into the SCS will receive the higher of up to a 10% increase on current salary or the SCS pay band minimum (currently £73,000 for SCS PB1). All SCS applying on level transfer will remain on their current salary.

Further Information

For FAQ's please follow this [link](#).

What is the role of the Civil Service Commission? 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. More detailed information can be found at the Civil Service Commission [Website](#).

What is the Civil Service framework on behaviours at leadership, and how can I prepare for my interview? Find our more here [Civil Service Competency Framework](#)

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.uk.



THE APPLICATION PROCESS

After you've applied



Shortlist

All submissions will receive an on-screen acknowledgement on the Veredus website when you submit your application. If you have any issues when submitting your application, please contact us at centralgovernment@veredus.gov.uk. The panel will consider the evidence you have provided against the essential criteria set out at page 9 of this candidate pack. The full timeline on the next page indicates the date by which decisions are expected to be made and all candidates will be advised of the outcome as soon as possible thereafter.



Interview

Shortlisted candidates will be asked to attend a panel interview for an in-depth discussion of your previous experience and professional competence in relation to the essential criteria set at page 9 of this candidate pack. Candidates will also be required to deliver a presentation at the interview stage. Full details of the assessment process will be made available to shortlisted candidates.



Offer

We'll notify all candidates of their outcome, as soon as possible after the final interview.



THE APPLICATION PROCESS

Application timelines

How long does the process take?

Please find an indicative timeline below. We will try and offer as much flexibility as possible, however it may not always be possible to offer alternative dates for assessments or interviews. Please note these dates may be subject to change.

Stage	Indicative timelines
Closing Date	13 th June
Longlist	W/C 19 th June
Shortlist	W/C 03 rd July
Panel Interview	W/C 17 th July



The slide features several white-outlined triangles of various sizes scattered across a black background. Some triangles have a soft white glow around them. These are positioned around the central text blocks.

ANY

QUESTIONS?

Thank you for your interest in joining DE&S. If you'd like to discuss the role in more detail before submitting your application, please contact:

Stephen Womersley: 07808 015674 stephen.womersley@veredus.co.uk