



Ministry  
of Defence

de&s

***Candidate Pack***

# ***Head of Maritime Strike, International and Munitions Portfolio***

Grade: SCS Pay Band 1

***Closing Date: 4<sup>th</sup> June 2023***



**YOUR AMBITION  
LEADS HERE**

## WELCOME MESSAGE

### **Thank you for your interest in the of Head of Maritime Strike, International and Munitions role in DE&S Weapons Operating Centre**

The role of Head of Maritime Strike, International and Munitions (MSIM's) Portfolio is one of the most demanding 1\* roles in DE&S and is also the Deputy Director Weapons Operating Centre. The role entails leading the acquisition and in-service support of some of the UK's most sensitive and battle winning capabilities. You will be leading a diverse team of civil servants, military personnel, and contractors all working closely with the Royal Navy, the Army, and Royal Air Force front-line commands. We also collaborate with our International Partners, notably the US (through the Foreign Military Sales process), and Industry on key defence capabilities. The team ensures not only the delivery of weapon systems but works with others to integrate these weapons into the wider military, both in terms of platforms and defence systems of systems.



*Ed Cutts, Director Weapons Operating Centre,  
Defence Equipment & Support*

The Portfolio comprises of general munitions and torpedoes, and complex weapons which spans 9mm bullets to naval guns and Torpedo's all supporting our Armed Forces. Additionally, the role is responsible for complex weapons, which are generally any munitions with guidance and propulsion systems such as guided missiles which carry out demanding tasks in challenging environments. These weapons are required to be highly precise only engaging the target and nothing else, and to do so in a very complicated environment.

At DE&S we are passionate about providing safe, on time support to the UK Armed Forces, we are looking for inspirational leaders who can deliver high performance, promoting best practice and improving the diversity of our workforce whilst ensuring we have a culture of inclusivity. You will be comfortable with a high level of autonomy, but also of operating in a transparent manner providing timely, complete, and relevant management information to meet corporate performance indicators.

Maritime Strike, International and Munitions Portfolio comprises of over 250 people with three core delivery areas:

- Torpedoes, Tomahawk and Harpoon
- International, Guns, Missiles and Rockets
- Defence General Munitions

I am immensely proud to support our Armed Forces, and this is an exciting time to join our organisation and work as part of an amazing team, focused on making a real difference and implementing positive change. This role really does provide "the tip of the spear" to UK Defence.



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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**



## ABOUT US

## 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 Maritime Strike, International and Munitions Portfolio

### Location

DE&S Headquarters, Abbey Wood, Bristol

### Contract

Permanent, Full-time

### Salary

**External Candidates:** £80,750 - £100,000 (SCS Pay band 1) additional may be available for an exceptional external candidate.

- 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.

### 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 is a reserved post and is only open to sole UK nationals. The security clearance level required is Developed Vetting (DV), which can be applied for following success in the campaign.

### 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.





## *Role Responsibilities*

### **As Head Maritime Strike, Munitions, International and Deputy Director you will be responsible for:**

- Negotiation and successful agreement of the Weapons OC delivery obligations and plans with its customers.
- Supporting and challenging the Weapons OC delivery teams in delivering against those plans.
- Assurance of business case propositions and customer changes to the equipment programme, through prioritisation and resource allocation.
- Ensuring business delivery across the OC is underpinned by effective skills, processes, and tools.
- Engagement with Capability Heads across the front-line commands of the RN, the Army and RAF as well as MOD displaying an awareness of operating and operational issues (both system, environment and platform based).
- With a thorough understanding of complex weapon systems and integration issues, you will be Secretary for 2\* and 3\* Integration Boards across all four domains (Maritime, Land, Air and Sub surface) ensuring improved communications and efficient programme delivery across OC boundaries whilst managing the Weapons OC 2\* risk in this area.
- Programme delivery for International Guns, Missiles and Rockets (IGMR) and Torpedo's, Tomahawk and Harpoon systems (TTH) – with experience of Foreign Military Sales (FMS) and International Traffic in Arms Regulations (ITAR) issues for US products.
- Deputising for Weapons Director outputs such as international engagement, programme delivery, project controls, weapon certification, industry management, etc.
- Business Planning and management of The Chief Of Staff team.
- Lead the Weapons business planning and performance management activities to ensure the OC optimises resources and delivers within budget and on time.
- Provide leadership and constructive challenge whilst being the 'early warning' function across the Weapons OC portfolio for delivery and support.
- Operate as a member of the Weapons OC Management Board providing strategic challenge and support to shape an efficient delivery landscape.
- Provide acquisition leadership to both military and civilian colleagues, ensuring Weapons OC gets the most from its people and resources through optimising processes across the portfolio.
- Operate as part of the wider Land Domain Senior Leadership Group to drive improvement across DE&S through championing and challenging delivery efficiency and innovation.
- Support and challenge the Operating Centre's delivery teams against their delivery obligations.
- Champion effective teamwork across the OC and aid in the continual development of staff in conjunction with the Land Domain Function Heads.



## ABOUT YOU – ESSENTIAL CRITERIA

### *Person Specification - What are we looking for?*

To be successful with your application, you'll need to be able to demonstrate the following **essential** criteria:

- A confident change leader with a track record of improving delivery performance.
- Experience of successfully operating in a leadership role within a large and highly complex organisation.
- Substantial and demonstrable experience of successful customer and senior stakeholder engagement with an ability to understand the importance of partnering.
- Proven track record of delivering complex and demanding projects in Defence or highly-technically demanding industries.
- Demonstrable skills in understanding of financial process and procedures, interpreting complex management information.
- Demonstrable evidence of a track record of being able to drive transparency, assimilate complex management information and provide timely, relevant and accurate information to stakeholders.
- Good level of commercial awareness.
- Demonstrable commitment to diversity and inclusion.

#### **Desirable** criteria:

- Handling major projects with ideally with large budgets.
- MPLA or equivalent qualification of demonstrable professional experience.





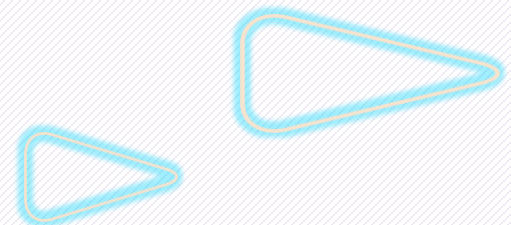
## APPLICATION PROCESS

### How to Apply

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, to – [DESHR-SCSRecruitment@mod.gov.uk](mailto:DESHR-SCSRecruitment@mod.gov.uk) with the subject : "Head of Maritime Strike, International and Munitions Portfolio" by **23:59 on 4<sup>th</sup> June 2023**.

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
- A **Supporting Statement** (no more than TWO pages) outlining how you consider your personal skills, qualities and experience match the requirements of the person specification.
- 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'.
- A completed **Candidate Supporting Information Form**.
- A completed **Disability Confident Scheme Form** – if applicable.
- A completed **Conflict of Interest Form**.





## APPLICATION PROCESS

### Key Information

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](#)



***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 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](mailto: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](mailto:info@csc.gov.uk).

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



## **THE APPLICATION PROCESS**

### *After you've applied*



#### **Shortlist**

You will receive an email acknowledgment of your application. 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 out on page 9 of this candidate pack. Candidates will also be required to deliver a presentation at the interview stage. Full details of the interview 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. DE&S reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries. In the event that you meet the requirements for the role but you are not offered the position, we will be pleased to retain your application for a 12-month period in case another suitable role arises.





# 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.

	<i>Indicative timelines</i>
Closing Date	04/06/2023
Shortlist	14/06/2023
Panel Interviews	26/06/2023





**ANY**

***QUESTIONS?***

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

Nicholas Hamilton: [DESHR-SCSRecruitment@mod.gov.uk](mailto:DESHR-SCSRecruitment@mod.gov.uk)