



Submarine
Delivery Agency



Submarine Delivery Agency Head of Submarine Disposal & Devonport Infrastructure

Candidate Information Pack

Closing Date: Sunday 11 June 2023 @ 23:59



Foreword

Director Submarine Support
Submarine Delivery Agency

Foreword

RAdm Jeremy Bailey - Director Submarine Support Submarine Delivery Agency

Thank you for expressing an interest in SDA Head of Submarine Disposal & Devonport Infrastructure 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 portfolio is a national endeavour and one of the largest UK investment portfolios, of critical strategic importance. We design, build, support and dispose of 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 nuclear 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 our portfolio.

We are looking to appoint the SDA Head of Submarine Disposal & Devonport Infrastructure (SDDI) to lead the delivery of a high profile portfolio of in excess of £3bn, including two projects that feature in the Government Major Projects Portfolio and two Public Account Committee commitments.

This is a senior leadership role that has responsibility to ensure that the highest quality outcomes are delivered throughout the SDA (and in collaboration with key suppliers) by a motivated, capable and agile project delivery workforce.

We are committed to creating a diverse and inclusive environment and are actively looking to improve the diversity of our workforce whilst ensuring we have a culture of inclusivity.

We are looking to appoint the Head of SDDI to lead a team of c.130 personnel based at various locations around the UK. The post will require frequent travel and attendance at our sites in Bristol, Plymouth and Rosyth, with flexible working options available, and is critical in achieving the SDA's role in supporting the Defence Nuclear Enterprise to deliver Royal Navy submarines, now and in the future.

This is a Portfolio Delivery role that will take overall responsibility for submarine disposals and leads the programme to deliver the investments necessary to Submarine infrastructure to support future maintenance programmes, operational programmes and long term Submarine Availability.

We would like to hear from successful leaders, able to motivate and lead individuals and teams to deliver one of the most complex challenges in the world to the highest standards of safety and quality in a heavily regulated environment. We would be interested to hear how your delivery experience has prepared you for this aspect of the role. We want someone who can take tough decisions, accept very significant responsibility and work as part of a team to manage complexity.

We are looking for an individual who can collaborate across stakeholders within MOD, wider Government and other industry partners, who can inspire our workforce, who can drive the changes needed to meet the needs of their Delivery Team, and who can lead on initiatives to attract, develop and retain a diverse workforce deliver our critical outputs for the Royal Navy and UK Defence.

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



Submarine Delivery Agency History

The Submarine Delivery Agency

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 2400 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.

Formed in April 2018, we are continuing to grow and develop our leadership, commercial and project delivery capabilities to ensure excellence and cost-efficient delivery of the UK's nuclear submarine assets for decades to come. In April 2023,

the SDA CEO, Sir Chris Gardner KBE, launched the SDA28 Strategy which builds on the great platform from our first five years as an agency, and sets out our ambition for what we want to achieve over the next five years.

We have a crystal-clear purpose of being the Defence Nuclear Enterprise's delivery agent for submarines. A critical mission of delivering available and capable submarines for the Royal Navy in defence of our nation. And an ambitious vision of being recognised for excellence in through-life submarine delivery – SDA28 will help us achieve this.

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](#).

Submarine Delivery Agency
**Head of Submarine Disposal &
Devonport Infrastructure**

The Role

The Role

The Head of Submarine Disposals & Devonport Infrastructure (SDDI) leads the SDDI team of around 130 Civil Servants, Military personnel and contractors, reporting to the SDA Director Submarine Support. Owing to the sensitive nature of the submarine programme and national security considerations, the role holder is required to be a sole UK National. The Portfolio is split into two distinct parts: -

Submarine Disposal

Acting as Programme Director, the role is accountable for leading the “Disposal” lifecycle stage for all UK nuclear submarines, from operational handover through to completion of safe and secure disposal. This includes holding formal delegations for Platform Authority and Design Authority. The role will require development of a clear delivery strategy and supporting business cases to develop options to significantly accelerate the submarine disposal programme. The programme is part of the Government Major Projects Portfolio, and recognised by the Public Accounts Committee.

Devonport Infrastructure

Similarly, acting as Programme Director, the role is accountable for leading a portfolio of Major Infrastructure programmes in Devonport, acting in the role of Intelligent Client to set and agree requirements and funding with our Customers, develop clear specifications, and negotiate with Industry to deliver value for money solutions, to time and quality. Key programmes include: -

- Submarine Waterfront Infrastructure (Future), to deliver a capability to carry out the maintenance of Astute Class submarines at Devonport. This is part of the Government Major Projects Portfolio.
- Submarine Refit Complex, to deliver the capability to conduct submarine turnaround maintenance, defueling of PWR1 submarines and a Staged Improvement Plan to sustain these capabilities.



Submarine Delivery Agency
**Head of Submarine Disposal &
Devonport Infrastructure**
Responsibilities

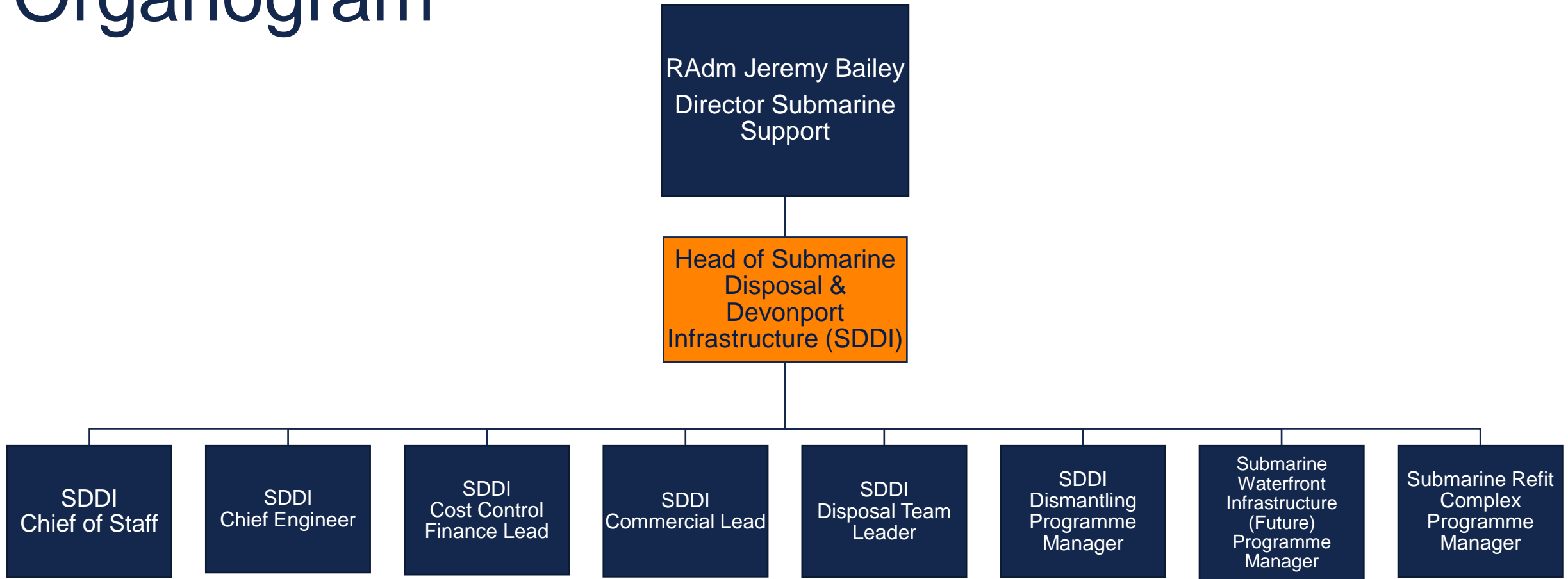
Responsibilities

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

- Ensure the deliverability of the SDA's Submarine Disposals & Devonport Infrastructure Portfolio, creating a coherent programme, schedule, risk profile and costings.
 - Manage the complex stakeholder map associated with the portfolio of work.
 - Create, deliver and lead the SDA's Submarine Disposal & Devonport Infrastructure approvals plan and client capability.
 - Develop the SDA's Submarine Disposal & Devonport Infrastructure's supply chain capabilities to assure deliverability of the portfolio.
 - Ensure coherency with the SDA's commercial strategy – working with the Head of In Service Submarines and the SDA's Supplier Management Team.
 - Create and assure the SDA's Activity Based Costing provision with Defence Nuclear Organisation and Navy Command.
 - Ensure coherency with SDA, Navy Command, and Defence Nuclear Organisation infrastructure plans.
- Contribute to SDA outputs as part of the SDA's Senior Leadership Group.
 - Leadership and management of the Submarine Disposal & Devonport Infrastructure team.
 - Influence relevant stakeholders on the future strategy for Submarine Disposals & Devonport Infrastructure.
 - Reporting on performance, up to and including Ministerial level.



Organogram



Submarine Delivery Agency
**Head of Submarine Disposal &
Devonport Infrastructure**
Person Specification

Person Specification – Essential & Desirable Criteria

Please evidence all of the following 6 Essential Criteria and where possible the Desirable Criteria in your Supporting Statement

Essential Criteria:

1. Demonstrate success in leading the delivery of a complex major project.
2. At least 5 years' Major Project or Programme Management experience in a high hazard and highly regulated environment.
3. An innovator with experience of delivering and embedding sustainable improvement, preferably through formal change programmes.
4. Successful track record of engaging with and influencing a diverse range of stakeholders including customers, regulators and senior industry representatives with the ability to influence across organisations, suppliers and customers.
5. Experience developing talent across organisations.
6. A proven commitment to Diversity & Inclusion.

Desirable Criteria:

- Experience in leading large-scale complex infrastructure projects.
- Experience of leading large-scale complex projects in the nuclear domain.
- Chartered Project Professional (APM Standard).



Person Specification – Personal Skills, Abilities and Knowledge

- Exceptional influencing, negotiating and stakeholder management skills showing the ability to engage and work with a full range of stakeholders.
- Ability to lead change and manage ambiguity to effectively drive successful business outcomes.
- Ability to identify and rationalise interdependencies between multiple issues in complex delivery environments.
- Aptitude for inspiring colleagues, cultivating change and coaching to develop performance.
- Capacity to quickly understand information and interpret it to provide constructive advice and support as required.



The post requires the following to be undertaken upon appointment if not already completed/held:-

- Formal Nuclear Training to a level equivalent to Nuclear Introductory Course (NIC) or higher.
- Completion of the Cabinet Office IPA Major Project Leadership Academy programme.
- Mandatory Training for Executive Safety Responsible posts as detailed in SDA Safety Process 1 – currently System Safety & Environmental Executive Module

Submarine Delivery Agency
**Head of Submarine Disposal &
Devonport Infrastructure**

How to Apply

How to Apply

To apply for this post, you will need to submit the following documentation to DESHR-SCSRecruitment@mod.gov.uk with the subject: SDA – Head of Submarine Disposal & Devonport Infrastructure before 23:59 on Sunday 11th 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** (of no more than TWO pages, Arial 11pt font) outlining how you consider your personal skills, qualities and experience matching the requirements of Part One of the person specification. Please refer to page 12.
3. **A completed Diversity Monitoring Form** (Attached to Job ad). 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 Conflict of Interest form.** (Included in Diversity Monitoring Form)
5. **A completed Disability Confident Form** – if applicable (Attached to Job ad).

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 Bristol. 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.

How to Apply

Application Process

- **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 in the 'Person Specification' section. Failure to address any or all of these within your supporting statement may affect your application. The timeline indicates the date by which decisions are expected to be made and shortlisted candidates will be advised of the outcome as soon as possible thereafter.
- **Assessment** - If you are shortlisted for interview, you will be asked to take part in both a Psychometric Assessment and a Staff Engagement Exercise. This assessment is designed to provide more insight into you as a leader and support the panel's decision on who to appoint after interview. Both of these assessments will be conducted by our external resourcing supplier Veredus.
- **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 in the Person Specification. 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** - Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews.

You are therefore asked to note the timetable below, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

Interviews will take place face to face in Abbey Wood, Bristol, following the below indicative timeline:

Closing Date	11/06/2023
Shortlist Panel	W/C 19/06/2023
Assessment Window	W/C 19/06/2023 – 03/07/2023
Panel Interview	12/07/2023

Submarine Delivery Agency
**Head of Submarine Disposal &
Devonport Infrastructure**
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:

Bristol/flexible, with regular travel to Bristol and other SDA sites at Devonport and Rosyth required. We are committed to Smarter Working: A blended working environment that enables us to work flexibly across on-site and/or at remote locations using appropriate IT, processes, and behaviours.

Salary:

External Candidates: £73,000 to £117,800 (SCS Payband 1) additional may be available for an exceptional external candidate.

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.

All SCS applying on level transfer will remain on their current salary.

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 may 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.

Terms of Employment – FAQ

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 our 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.



Submarine
Delivery Agency

Contact us...

Should candidates like to discuss the role in more detail before submitting an application, please contact: Jessica.Hood103@mod.gov.uk