

At Defence Equipment and Support (DE&S) and the Submarine Delivery Agency (SDA), it's our purpose to equip and support the UK Armed Forces. We're committed to providing them with the edge to maintain competitive advantage in all circumstances, now and in the future, as they defend the UK, our allies, and our interests.

Please find further useful information on application and our recruitment process below.



Our Recruiting Principles

We honour the [Civil Service Recruitment Principles](#), which are a legal requirement for hiring within the Civil Service, and ensure we hire on merit, on the basis of fair and open competition.

An inclusive environment for all

We champion a diverse and inclusive environment, where everyone can be themselves and give their best. We believe that by harnessing the power of different ideas, experiences, and perspectives, we can achieve our ambitions, together.

Employee networks

Here to empower you. With inspiring allies and thought leaders, our extensive range of employee networks will ensure you're part of important conversations and communities at DE&S and the SDA. From our Women's Inclusive Network and Disability Network to our Race and Culture Network and Pride Network, you'll find a place

where you can share interests, celebrate differences, and learn from other perspectives.

[Discover more on our website.](#)

Reasonable adjustments

Support – it's in our name. If you have a disability or additional need that requires accommodation, please let us know by completing the 'Reasonable Adjustments' section in the 'Application Questionnaire' page of the application form.

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

In line with our Pay Policy, starting pay for internal candidates within DE&S and SDA is calculated based on individual circumstances. Please speak with your DE&S/SDA recruiter for confirmation of salary offer.

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

In line with our Pay Policy, separate guidance is provided for existing Civil Servants (outside of DE&S and SDA), which is calculated based on individual circumstances. For senior leadership roles, Civil Service-wide rules regarding salary for level transfer and promotion also apply. Please speak with your DE&S/SDA recruiter for confirmation of salary offer.

The table below demonstrates broad grade equivalences between DE&S/SDA and wider Civil Service:

DE&S/SDA Grades	Civil Service/MOD Grades
Technical Specialist II (TSII)	Administrative Assistant (AA)
Technical Specialist I (TSI)	Administrative Officer (AO)
Senior Technical Specialist II (STSII)	Executive Officer (EO)
Senior Technical Specialist I (STS I)	Higher Executive Officer (HEO)
Professional II (PII)	Senior Executive Officer (SEO)
Professional I (PI)	Grade 7 (G7)
Senior Professional (SP)	Grade 6 (G6)
Senior Civil Service (SCS) Pay Bands 1, 2 and 3	Senior Civil Service (SCS) 1, SCS 2, SCS 3

Nationality, Visas and Sponsorship

Each job advert will state if any specific restrictions apply regarding nationality – appointments will be

made in accordance with the [Civil Service nationality rules](#). DE&S and SDA don't offer visa sponsorships for roles under the UK government's Right to Work Scheme - as such, should an individual's visa expire during the course of their employment, it is their responsibility to renew it or ensure their continued Right To Work. Nationals from outside the UK or the [European Economic Area \(EEA\)](#) who attend 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).

Vetting

Successful candidates must meet the security requirements before they can be appointed. The specific level of security check required will be stated on the job advert on the [Civil Service Jobs](#) website.

Cabinet Office fraud checks

As part of pre-employment screening, applicants who are successful at interview will be subject to a check on the Internal Fraud Database (IFD). This check 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 or dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.

Probation

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

If more candidates are successful at interview than the number of positions available, their details may be held on a reserve list for up to 12 months. If you're offered a position from a reserve list, the terms and conditions that apply at point of offer will be applicable, subject to passing security clearance checks.

Raising the bar

When we review and score CVs, candidates are required to meet a pre-determined 'pass mark'. At times, when there is a higher level of competition, we reserve the right to increase the pass mark.

Offering at a lower level

If you are not successful at interview, we may offer you a role at a lower level if this is more suitable – if you accept this position, we'll support you to build the necessary skills and experience to take your career to the next level as part of our team.

Childcare vouchers

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



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.

A smoke-free organisation

As of 31st December 2022, we're a completely smoke-free organisation, with the use of all tobacco products, e-cigarettes and vaping devices prohibited on DE&S sites. If required, individuals can receive support in stopping smoking through our Employee Assistance Programme.

Queries and feedback

If you would like to give any feedback on the application process and the treatment of your application, please contact the [DE&S Recruitment team](#). If you have submitted a complaint and are not satisfied with the response you receive from the DE&S Recruitment team then you can [contact the Civil Service Commission](#).

We're looking forward to helping you take the next step in your career. If you have any queries before applying, don't hesitate to get in touch with the recruiter listed on the job advert. DE&S. Your ambition leads here.