



Ministry  
of Defence

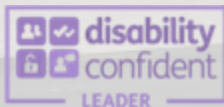
de&s

*Candidate Pack*

# ***Head of International & Industry Co-operation***

*Senior Civil Service Pay Band 1*

*Closes 5th November 2024*



**YOUR AMBITION  
LEADS HERE**



## WELCOME MESSAGE

### **Thank you for your interest in the Head of International & Industry Cooperation role at DE&S**

The global threat picture is ever changing and is becoming even more demanding given our adversaries' intent. Across DE&S we strive to ensure the UK is able to meet its strategic aims for national security and foreign policy in the face of this challenge; to be 'secure at home and strong abroad'.

We are in the midst of implementing our re-designed operating model to align with our strategy. We designed our new operating model using a 'by us, for us' approach; harnessing the insights of colleagues across the entire Defence Enterprise to ensure that everything we do adds most value to the front line, helping to keep the country safe and to protect our citizens.

The Gateway 1\*s will work across the Gateway as one team, with international partners and allies, industry and across Defence to get upstream of requirements and commission programmes and projects that are operationally excellent.

The Head of International & Industry Cooperation (Hd I&IC) is responsible for leading and managing the International and Industry Capability Delivery centre of expertise within the DE&S Gateway. This includes leading MOD and DE&S' strategic relationships with international allies and industry partners that relate to acquisition and materiel cooperation, as well as acting as the senior adviser and secretariat to the UK's National Armaments Director (NAD).

Hd I&IC is a growing role, building on the foundations of the International Relations Group and as such, is expected to grow significantly in terms of budget and headcount from the current baseline. We need someone in the role who can operate at the highest levels in government, both in the UK and internationally, and work collaboratively with our industry partners.

As a senior leader in DE&S, you will also have a pivotal role in creating a diverse and inclusive environment where everyone can flourish. This is an exciting time for DE&S, and I look forward to discussing with you how you might become part of our journey.



*Maj Gen Anna-Lee Reilly CB, FREng,  
Director Strategic Capability, Engagement and  
Operations, DE&S*

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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**, Director General Corporate





## 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 and tanks to fighter jets, we ensure our UK Armed Forces have the equipment and support they need to carry out their tasks effectively.



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 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 BEHAVIOURS

Behaviours are at the heart of how we operate, and our Senior Leaders take a servant leader role and play a key part in both embodying and driving this culture. All of our leaders at DE&S are committed to the following behaviours:

- ▶ **Being accountable** - Exercising measured judgement and owning tough decisions.
- ▶ **Being a positive role model** – Collaborating, sharing success, providing challenge, encouraging people to be inquisitive and innovative, supporting people in taking calculated risks and delegating control. Respecting decisions and considering personal wellbeing alongside the needs of the business. Recognising and rewarding positive behaviours.
- ▶ **Fostering autonomy and choice** – Ensuring people feel empowered to work in the way that best suits them to be productive and deliver the best possible outcomes for defence.
- ▶ **A proactive commitment to diversity and inclusion** - Being open to learning new skills, actively seeking out diverse perspectives, supporting under-represented groups. Embracing a needs-based and person-centred approach.
- ▶ Demonstrating passion to **change things for the better** – continuously looking for ways to improve and then driving that change.



Find out more about DE&S behaviours here - [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**, Director People,  
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, every day.



OUR NEW OPERATING MODEL

**Head of International & Industry Cooperation** sits within the Gateway area of DE&S

**System Integration**  
System Integration works across DE&S to make sure that equipment, systems and services fit together as a whole.

**Gateway**  
The single entry-point for all client requirements. By engaging early with our Defence partners and clients, the Gateway provides insights and support to our armed forces to prioritise and set up projects for success from the start.

**Core Delivery**  
Core Delivery provides our Armed Forces with the equipment and services they need, supported through life. It maximises equipment availability and safety, through standard and reliable processes, allowing for upgrades and the incorporation of new technology.

**Corporate**  
Corporate provides DE&S with essential strategy, planning and governance as well as the shared business services which support delivery.



## ABOUT THE ROLE

### HEAD OF INTERNATIONAL & INDUSTRY COOPERATION

#### Location

Can be based at either DE&S Headquarters, Abbey Wood, Bristol, BS34 8JH or MOD London with frequent UK and International travel.

#### Contract

Permanent, Full-time

#### Salary

- External Candidates Up to £87,000.
- 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 £75,000 for SCS PB1).
- All SCS applying on level transfer terms will remain on their current salary.

Further information - including pay guidance for existing civil servants - can be found [here](#).

#### 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

The security clearance level required is Security Clearance 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. There is a general expectation that senior leaders will spend at least 60% of their time attending MoD premises or that of Industry partners in person.





### ROLE RESPONSIBILITIES

**The Head of International and Industry Co-operation has the following areas of responsibility:**

- Managing the International Capability Delivery centre of expertise (including policy owner for equipment related international arrangements and US export controls)
- Baseline for operational expenditure circa 3 million, with Portfolio expenditure of 2 million.
- Current baseline of circa 30 personnel based in the UK, France and Germany which is likely to increase.
- Act as the Defence representative for international organisations such as [OCCAR](#), NATO, [LOI ExCo](#), [AUKUS Pillar 2](#), as well as bilateral engagements, and maintain close relationships with and influence international allies and position UK Defence well for long-term success.
- Inform and shape MOD strategic direction through subject matter expertise on European Defence and Technology Industrial Base and on EU initiatives on defence security.
- Provide advice and guidance to teams across DE&S and Defence on international acquisition delivery, Government to Government (G2G) exports, shaping the systems approach in project initiation, influencing in-service activity and seizing opportunities to achieve Defence outcomes.
- Provide recommendations, endorsement and choice to senior DE&S, Defence and Government stakeholders and Ministers to influence strategic Defence capability and prosperity decisions.
- Collaborating with wider Defence to design and implement the pan-Defence strategic engagement with industry partners.
- Leading people & developing and implementing change that will have a significant impact on the organisation.
- Identifying and seizing opportunities for Defence by making the most of our subject matter experts.
- Some of the roles and responsibilities of this role may change as part of Defence Reform outputs.





### ESSENTIAL CRITERIA - *What are we looking for?*

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

- A visible leader, with a proactive commitment to diversity and inclusion and demonstrable experience of creating and maintaining a psychologically safe and inclusive environment.
- A leader that empowers their teams, providing clear direction and respecting the valuable contributions they make – a 'servant leader'.
- Ability to engage, influence and interact confidently, diplomatically and with credibility, with Ministerial and senior personnel, both within the UK and international industry & governments. Working collaboratively with these senior stakeholders with a sensitivity to political context.
- Experience of working abroad (e.g. in an international organisation or an Embassy) with a focus on International programme management
- Operating in a senior leadership role within a large and highly complex organization, in both steady state and through organisational change, working in multicultural teams, and operating in a representational role
- Knowledge of Defence and national security business strategy across MOD and wider government



#### **Desirable Qualifications/ Skills**

- Foreign language proficiency



## APPLICATION PROCESS

### HOW TO APPLY

This is an external competition and we welcome applications from candidates in both the public or private sector.

To apply for this post, you will need to submit the following documents, via the following link ([Apply here](#)) by 23:59 on Tuesday 5th November 2024.

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
- A **Supporting Statement** (of no more than two pages) outlining how you consider your personal skills, leadership attributes, qualities and experience match the essential criteria on page 10.

### AFTER YOU'VE APPLIED

#### **Shortlist**

All submissions will receive an email acknowledgment from our DE&S SCS Recruitment team upon application. If you do not receive confirmation of receipt of your application following 3 working days of the closing date, please contact us at [DESHR-SCSRecruitment@mod.gov.uk](mailto:DESHR-SCSRecruitment@mod.gov.uk). The panel will consider the evidence you have provided against the essential criteria set out at page 10 of this candidate pack to determine their shortlist.

#### **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 10 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.





## OUR ASSESSMENT PROCESS

We have tailored our assessment process to allow a more balanced scoring of our applicants across all stages of recruitment. This means that applicants receive a score against each stage, and each stage has a weighted outcome towards the overall final assessment score.

### ***Stage 1: Application & Shortlist (weighting of 10%)***

You will receive an email acknowledgment of your application. As part of your application, you will submit your CV and Supporting Statement, from which the panel will consider the evidence you have provided against the essential criteria set out at page 10 of this candidate pack, they will then score how well you have demonstrated this and select a shortlist of applicants accordingly. 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.

### ***Stage 2: Staff Engagement Exercise (weighting of 20%)***

If you are shortlisted for interview, you will be asked to complete a Staff Engagement Exercise. Where you will be asked to deliver a 10 minute presentation (subject will be shared with you following shortlisting) to a small audience of DE&S employees. During this session, DE&S colleagues will have the opportunity to ask you questions and following the session will score you on your presentation. This assessment is designed to provide more insight into you as an engaging leader and will contribute to the panel's decision on who to appoint following interview. You will also be asked to complete a Psychometric Leadership Questionnaire which will not contribute to the assessment score but will assist the panel in forming interview questions.



OUR ASSESSMENT PROCESS

**Stage 3: Presentation (weighting of 20%)**

Shortlisted candidates will be asked to deliver a face-to-face presentation to the panel on a pre-arranged subject at the start of their interview. The presentation will be scored separately by the panel and will contribute to the final candidate score.

**Stage 4: Interview (weighting of 50%)**

Shortlisted candidates will be asked to attend a face-to-face panel interview to have an in-depth discussion of their previous experience and professional competence in relation to the essential criteria set at page 10 of this candidate pack. The interview will be scored separately by the panel to contribute to final candidate scoring.

**Stage 5: Offer**

Following the final interview candidates will have their total scores calculated and the order of merit will be determined. The candidate who has scored the highest overall will be offered the role and reserves will be determined from highest to lowest appointable score. Should a candidate score below our appointable benchmark they will be unsuccessful and unappointable. Candidates will be notified of the outcome, as soon as possible after the final interview.



## 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 interviews. Please note these dates may be subject to change.

	<i>Indicative timelines</i>
Closing Date	Tuesday 5th November 2024
Shortlist	Week commencing 4 <sup>th</sup> November 2024
Leadership Assessment & Staff Engagement Exercise	Week commencing 18 <sup>th</sup> November 2024
Panel Interviews (face to face in Bristol, Abbey Wood)	Week commencing 2 <sup>nd</sup> December 2024





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**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 the Senior Leadership Group Recruitment team on [DESHR-SCSRecruitment@mod.gov.uk](mailto:DESHR-SCSRecruitment@mod.gov.uk)