



Ministry
of Defence

de&s

Candidate Pack

Head of Engineering Assurance (Airworthiness)

*Senior Civil Service Pay Band 1
Closes 24th November 2024*



**YOUR AMBITION
LEADS HERE**



WELCOME MESSAGE

Thank you for your interest in the Head of Engineering Assurance (Airworthiness) role at DE&S

We are currently seeking to appoint the Head of Engineering Assurance (Airworthiness). This is a key senior role in our organisation, leading on the assurance of the airworthiness and safety management for the Air environment. The role will face the front-line armed forces, the aviation regulator, industry partners and the DE&S teams delivering aviation programmes. Internally this role supports me in my role as the DE&S Engineering & Safety Authority responsible for assuring airworthiness management to comply with defence aviation regulation.

The Head of Engineering Assurance (Airworthiness) is a key member of my Engineering and Safety Authority Leadership Team and shares responsibility for the collective leadership of some 25 plus safety experts in DE&S.

To be successful you will need to have experience of operating at a strategic level in a large and complex organisation and working effectively as part of a multidisciplinary leadership team, often managing competing priorities across a range of internal and external stakeholders. The role will draw on your deep experience managing military airworthiness and safety management as a Chartered Engineer who has previously held senior airworthiness delegations and who is familiar with Defence aviation regulation. You will be a key player in the business, and your actions will enable DE&S to deliver and support safe and effective aviation systems for its mission partners. Continuous improvement is a critical facet of the role, and your success will depend on your ability to support and lead internal change initiatives..

Defence Equipment and Support delivers and sustains capability for His Majesty's Armed Forces. We also play a major role in the prosperity of the UK by spending £8 billion every year on UK contracts, supporting more than 88,000 jobs. As a leader in the business, you will also have a pivotal role in creating a diverse and inclusive environment where everyone can flourish, supporting transformation of the business, and specifically the assurance of airworthiness for in service and new aviation systems.

This is an exciting time for DE&S, and I look forward to discussing with you how you might become part of our journey during the recruitment process.



*Stephen Wilcock,
Director Engineering & Safety, 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.



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, but not all of these will be tested at interview:

- ▶ **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 Engineering Assurance in System Integration

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 ENGINEERING ASSURANCE

Location

Your Permanent Duty Station will be DE&S Main Office in Abbey Wood, with occasional UK and overseas travel required.

Contract

Permanent, Full-time, alternative working patterns will be considered.

Salary

£93,150k - £103,500k per annum for external candidates.

- 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 1 minimum](#).
- All SCS applying on level transfer 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 role requires Developed Vetting (DV) security clearance, which can be obtained 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 in person.



ABOUT THE ROLE

ROLE RESPONSIBILITIES



The Head of Engineering Assurance has the following areas of responsibility:

- Providing leadership on Airworthiness and Safety assurance, ensuring coherence between Director Engineering and Safety's Plan, DE&S Strategy, MAA regulations and effective delivery among DE&S air platform teams.
- Accountability for managing senior airworthiness delegations on behalf of Director Engineering & Safety.
- The incumbent will:
 - Represent DE&S for the Air environment to relevant regulatory bodies, at Board level, to the MOD, to expert bodies nationally and internationally
 - Provide subject matter expert advice to Director Engineering & Safety on Air environment regulatory and policy assurance.
 - Act as the custodian of the DE&S Acquisition Safety and Environmental Management System (ASEMS) for the Air environment.
 - Work closely with other regulated environment leads to cohere safety management to a common ASEMS.
- Providing 2LOD assurance to the Director of Engineering and Safety and the DE&S Safety Committee, that Acquisition Safety and Environmental Management (ASEMS) within DE&S complies with MOD Policy, Defence regulation and relevant legislation.
- Managing the continuous improvement of the Air Engineers Toolkit used to provide guidance on common ways-of-working in the Air engineer environment and foster peer-to-peer communities of interest to help tackle air engineer critical issues.
- Undertaking risk based 2LOD assurance of the Air environment to assess the ongoing performance of the safety management system and to be responsive to their concerns. If required, make recommendations for endorsement or identifying caveats.
- Supporting continuous improvement of aviation regulation, utilising Learning from Experience from 2LOD assurance activities and audits to inform improvements.
- Assuring the implementation and maintenance of compliance to regulations, policy, processes and standards in the aviation environment ensuring the protection of the organisation. To 'red card' activity which they deem to be unsafe or non-compliant.
- Influencing diverse and senior stakeholder communities without direct authority both internally and externally, providing subject matter expertise.

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 proven track record of values-based leadership, including a proactive commitment to diversity & inclusion with demonstrable experience of maintaining a psychologically safe, positive and inclusive environment.
- Confident in leading people, challenging cultures and leading change.
- Proven subject matter expertise in airworthiness and safety.
- Significant experience in MOD or a comparable engineering environment working in the field of aviation.
- Significant experience of working in a highly regulated, high hazard and safety-oriented environment relevant to Defence aviation.
- Wide knowledge and experience of projects/programmes/portfolio delivery, including major projects in a complex environment.

Qualifications required:

- Chartered Engineer
- Relevant engineering degree





APPLICATION PROCESS

HOW TO APPLY

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

To apply for this post, you will need to submit the following documents, via the following link ([Head of Engineering Assurance Airworthiness](#)) by 23:55 hours on Sunday 24th November 2024:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps. Please include details of experience and positions held which will allow the MAA to assess your eligibility for Airworthiness delegation.
- 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. 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.



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	Sunday 24 th November 2024
Shortlist	5 th December 2024
Assessment	12 th December 2024
Panel Interviews (face to face in Bristol, Abbey Wood)	7 th January 2025



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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