



Ministry
of Defence

de&s

Candidate Pack:

Head of Equipment Plan Design

Gateway

Closing Date: 2nd March 2025



**YOUR AMBITION
LEADS HERE**

▶ WELCOME MESSAGE

I am delighted that you are interested in the **Head of Equipment Plan Design** role within DE&S.

You will be joining the team at an exciting time for DE&S, just as we stand up our new Operating Model to better support Defence in protecting our nation and helping it prosper. As part of the Ministry of Defence, DE&S plays a vital role in the security of the UK, and we have a compelling agenda to meet the needs of our Armed Forces now and into the future.

This key senior role within the DE&S Gateway is wide-ranging and complex and covers the full span of DE&S' c£130Bn Equipment Plan (EP) delivery portfolio. You will play a critical role in establishing a sustainable DE&S EP delivery portfolio that is integrated by design and deliverable in an operationally excellent way today, tomorrow, and in the future. You will interface our Mission Partners* establishing robust baseline control and delivery assurance in a more consistent and efficient way. This will include bringing knowledge of DE&S capacity and Defence priorities together to ensure that our delivery colleagues across DE&S remain focussed on Departmental priorities and that any residual delivery risk is coherently managed. Finally, you will create a single entry-point into DE&S, ensuring that all new or changed equipment acquisition and support demands are commissioned in a more coherent and considered way, offering the very best solutions to meet our Mission Partners' needs.

I am looking for an inspiring senior leader to fill this role, someone who is adept at operating within large and highly complex organisations to drive meaningful change and deliver tangible benefits. A person with a track record of delivery in the most demanding programme/portfolio roles, capable of translating strategic intent into efficient and sustainable plans of programme and/or operational delivery. An excellent communicator, the successful candidate will be capable of influencing effectively within DE&S and externally up to Ministerial level. As a DE&S senior leader, I am looking for someone who will reinforce the positive behaviours we are looking for and act as a role model for diversity and inclusion. Someone willing to take responsibility and accountability, be focused on delivery and able to inspire an innovative, dynamic and diverse team to drive high performance.

The Head of Equipment Plan Design offers the right candidate huge professional challenge in a dynamic organisation at the heart of national security. This is an exciting time for DE&S and the Gateway, and I look forward to discussing with you how you might become part of our journey.

* (MOD Headquarters, Royal Navy, Army, Royal Air Force, UK Strategic Command and the Defence Nuclear Enterprise)



Vikash Patel
Gateway-Director of
Commissioning

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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

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'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



Headquarters, Abbey Wood, Bristol

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.
- ▶ **Leading change 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

**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.



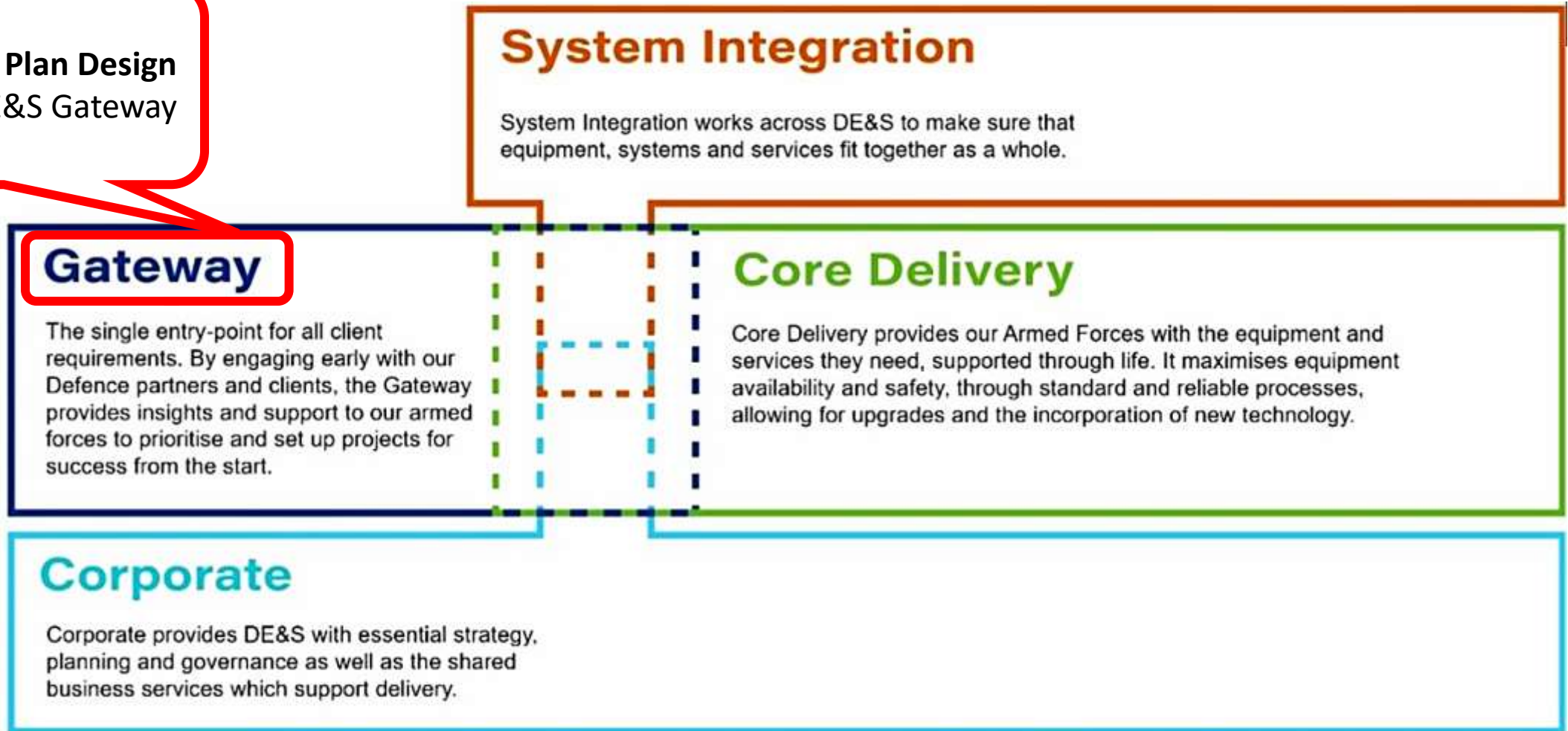
“Together, we’re taking proactive, determined steps to improve diversity across our organisation. Throughout my career I’ve been passionate about inclusion and I’m proud to be a positive advocate for women.”

- Jo Osburn,

- Director People, and DE&S Diversity Co-Champion

OUR NEW OPERATING MODEL

Head Equipment Plan Design sits within the DE&S Gateway



▶ ABOUT THE ROLE

Head of Equipment Plan Design

Location

Your Permanent Duty Station will be DE&S Main office in Abbey Wood, with infrequent travel to MOD Main Building, London. Occasional UK Travel may also be required.

Contract

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

Salary

- £87,300 - £104,760 per annum for external candidates. More 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 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

The DE&S Performance Award is non-consolidated, non-pensionable and non-contractual annual bonus scheme, the outcomes are based on organisational, team and individual targets and overall affordability. The overall structure of the scheme, targets and % of opportunity are subject to annual review and change which is agreed and governed by the Remuneration Committee of the DE&S Board. Currently, this is up to 30% for SCS Pay Band 1 roles but 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. *Those who have been declined for DV clearance or who have had it revoked need not apply.

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.

ROLE RESPONSIBILITIES

Head of Equipment Plan Design has the following areas of responsibility:

- Control the DE&S Equipment Plan (EP) Baseline: Acting as the single authority for establishing and maintaining the agreed DE&S EP Orderbook performance management baseline with Mission Partners as detailed in the Command Acquisition & Support Plans (CASPs).
- Provide an effective EP Performance Management interface for our Mission Partners: representing DE&S in the various formal Holding to Account (H2A) engagements with our Customers in terms of pan-portfolio performance, including management of emergent risks and/or opportunities.
- Build effective mechanisms for communications and engagement with colleagues across Core, Systems Integration and Corporate to provide an effective pan-Mission Partner interface into DE&S on EP related issues.
- Ensure sustainable delivery of the DE&S EP related Portfolio: Sustaining demand v supply balance in terms of DE&S workforce capability and capacity, working with Mission Partners and DE&S Corporate to make EP delivery prioritisation decisions as required.
- Improve overall EP Design through more proactive provision of DE&S / pan- Enterprise insight and support to wider Defence / Government initiatives.
- Deliver more consistent, coherent and considered EP Change costing and planning service: Create and operate a single-entry point for all EP related change on behalf of DE&S, triaging, leading costing/planning and coordinating assurance of both changes to existing work and new work into the Portfolio.
- Work with wider Gateway and DE&S colleagues to commission work that is set up for success and clearly aligned with – and prioritised for – delivery of Defence outcomes.
- Deploy excellent servant leadership: Provide high challenge/high support to colleagues within Commissioning and across Gateway and wider DE&S to create the environment for success and excellent behaviours and culture



▶ ABOUT YOU

ESSENTIAL CRITERIA - *What are we looking for?*

To be successful with your application, you'll need to be able to demonstrate the following **6 essential** criteria:

Behavioural:

- Commitment to Diversity & Inclusion – Demonstrable visible leadership, with a proactive commitment to diversity and inclusion and demonstrable experience of creating and maintaining a psychologically safe and inclusive environment.
- Leading through Change - Demonstrable evidence of confidently leading people, challenging cultures and leading change.
- Being Accountable - Evidence of accepting and responding to challenges from stakeholders and colleagues in a constructive manner

Technical:

- Successful track record of delivery in the most demanding programme/portfolio roles that will elicit the confidence of Partners and Senior Leadership across the Defence Enterprise and Government.
- Strategic thinking with sound financial and commercial acumen and an ability to translate into efficient and sustainable plans of programme and/or operational delivery.
- The ability to managing competing priorities, influencing decisions and challenging behaviours at senior levels.



Desirable Qualifications and registrations:

- Membership or Chartered Status in a relevant Professional Institute
- Recognised Project and Programme Management Qualification, e.g. MPLA, PLP, MSP.

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 must submit the following documents [here](#) by 23:55 on 2nd March 2025 for your application to be received as complete.

- 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 1750 words (font Arial, size 11), outlining how you consider your personal skills, leadership attributes, qualities and experience match all 6 essential criteria on page 10. **Applications that exceed the word limit or that are submitted without a supporting statement will not be considered.** For assistance with Supporting Statements please do reach out to the recruitment team.

AFTER YOU'VE APPLIED

▶ Shortlist

All submissions will receive an email acknowledgement from upon application. If you do not receive confirmation of receipt of your application 3 working days post-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.

▶ Staff Engagement Exercise

If you are found successful at shortlist you will be invited to attend a staff engagement exercise (SEE). This involves a 10 min presentation to a small group of DE&S employees followed by a Q&A session. Following the SEE the Employee Panel will provide feedback and scores to support the interviewing panel.

▶ 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. Full details of the interview process will be made available to shortlisted candidates. The Panel will consist of Vikash Patel – Director Commissioning, Mark Langrill – Director Air Rotary (Interim) and Karen Owens – Head HRBP.

▶ Offer

We will 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.



HOW YOU WILL BE ASSESSED

10%

Stage 1: Application & Shortlist

As part of your application, you will submit a CV and supporting statement which the panel will use to assess you against the essential criteria as set out on page 11. This will be scored and if found successful you will be added to the shortlist.

20%

Stage 2: Staff Engagement Exercise

If shortlisted, you'll be invited to deliver a 10-minute presentation to our staff engagement panel followed by a 20 minutes Q&A session. Their feedback will be fed back to the interviewing panel.

20%

Stage 3: Interview Presentation

You present at the start of your interview on a pre-arranged subject to the panel which will be scored separately and contribute to the final score.

50%

Stage 4: Interview

You will attend a face-to-face panel interview to discuss in-depth your previous experience and professional competence in relation to the essential criteria set out on page 11.

How do we assess your application?

There are several stages to our recruitment process with different weightings which all decipher your final candidate score.

You can find more detailed information [here](#).

Our [recruitment team](#) are here to support you throughout the process so if you have any queries at any stage, please do let us know.



Stage 5: Offer

Following your interview scores will be tallied and the highest scoring candidate will be offered the role. Reserves will be ordered from highest to lowest appointable candidate. All candidates will be informed of their outcome as soon as possible post the final interview.

▶ APPLICATION PROCESS

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	Sunday 2 nd March 2025
Shortlist	Tues 11 th March 2025
Staff Engagement Exercise	Wednesday 19 th March 2025
Panel Interviews (face to face in Bristol, Abbey Wood)	Wednesday 2 nd April 2025

For FAQs and our complaints process, please click [here](#).





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 India Silva, Senior Leadership Group Recruitment on DESHR-SCSRecruitment@mod.gov.uk.