



Ministry
of Defence

de&s

Candidate Pack

Defence Equipment & Support Head of Lethality 2 – Gunnery Systems and Munitions

Senior Civil Service Pay Band 1

Closes 23:55 on 06 April 2025

**YOUR AMBITION
LEADS HERE**





Thank you for your interest in the Head of Lethality 2 – Gunnery Systems & Munitions role at Defence Equipment and Support (DE&S):

I am delighted to be offering this exciting opportunity to join me and my leadership team working at the heart of the Ministry of Defence delivering essential support to the UK armed forces. DE&S plays a vital role in the security of the UK, we employ 11500 people from Engineers, Project Managers to Logisticians and Commercial specialists. This is a key senior leadership role that will help shape the strategies needed to deliver critical capabilities to the UK military.

As Head of Lethality 2 you will be leading a diverse group of 400 people delivering a suite of outputs focussed on four key areas: General Munitions; specialist ordnance inc Explosive Ordnance Disposal (EOD) / special projects; Dismounted Close Combat capabilities and guns (inc artillery, maritime and personal guns). Spending c£650M a year (inc support to Ukraine) you will be an effective and inspiring strategic leader who will drive the culture and behaviours needed to allow your people thrive and be successful. You will be a natural influencer able to work across complex Government and Industry boundaries with a successful track record of delivering large complex projects and service-based outputs. With DE&S and Defence going through a period of significant change you will comfortable dealing with uncertainty and ambiguity.

These are uncertain yet exciting times, I look forward to receiving your application.



Richard Murray
Director Lethality & Protect

INSIDE YOU'LL FIND ...

- ▶ About us..... p4
- ▶ About the role..... p8
- ▶ About you..... p10
- ▶ The application process..... p11
- ▶ FAQs..... p14
- ▶ How you'll be assessed..... p16
- ▶ Contact us p17



“ DELIVERING THE EDGE FOR OUR ARMED FORCES THROUGH **PEOPLE, TECHNOLOGY & INNOVATION.** ”

- **ANDY START**, DE&S Chief Executive Officer

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.
- ▶ 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

**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 Lethality 2 – Gunnery Systems & Munitions sits within the Core Delivery 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 LETHALITY 2 – GUNNERY SYSTEMS & MUNITIONS

Location

Your Permanent Duty Station will be DE&S Main office in Abbey Wood. Frequent UK & occasional International travel.

Contract

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

Salary

£87,300 - £97,000 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

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.

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

The Head of Lethality 2 – Gunnery Systems & Munitions has the following areas of responsibility:

- ▶ The delivery of DE&S' guns, explosives, munitions, and soldier systems portfolio, sustaining the following capabilities through life: general munitions, specialist EOD, guns (inc. artillery, naval and personal weapons), missiles, rockets, and dismounted close combat capabilities across the Maritime, Land and Air environments.
- ▶ Deliver and sustain a complex technology and systems portfolio, whilst applying influence early, to inform concept work within the DE&S Gateway and System Integration areas to sway future capability strategies.
- ▶ Being accountable for technical integration of equipment and systems provided by other parts of DE&S to Lethality 2 programmes, support the integration of systems into and onto other platforms/systems across the wider Core technology and environmental pillars.
- ▶ Set the operational intent to enable the successful delivery of the Lethality 2 programme of work (including project delivery and sustainment).
- ▶ Report into Director Lethality & Protect as the Deputy Director.
- ▶ Contribute to the Defence Industrial Strategy as required, understand Industry capability to deliver, and influence the longer-term Industrial Plan. Monitor and develop Supply Chain Resilience.
- ▶ Re-balance the approved work programme where required whilst delivering change management and operational sustainment. Inform the Category Management strategy for the Lethality 2 portfolio.
- ▶ Provide support to the Senior Safety Responsible delegation holders within the Lethality 2 programme.



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:

- Being Accountable - Evidence of accepting and responding to challenges from stakeholders and colleagues in a constructive manner.
- Fostering autonomy and choice - Demonstrable evidence of encouraging measured risk taking and innovation and encouraging staff autonomy to allow them to work in a way most suitable and productive for their work to deliver better approaches of services.
- Positive Role Model - Evidence of embodying a servant leadership approach, with evidence of empowering your teams, providing clear direction and respecting the valuable contributions they make.

Technical:

- Substantial experience of delivering complex major programmes, projects, in-service support solutions, logistics and supply chain management in defence or other capital-intensive sector.
- Demonstrable experience of leading large, diverse teams, customer and senior stakeholder engagement and successfully developing strong partnering relationships with industry.
- Demonstrable experience at a senior leadership level in risk management, strategic capability planning & financial management.



Desirable Qualifications / Criteria :

- Experience in safety management
- International and Co-operation Experience
- Experience in weapon design and explosive engineering.



DE&S has appointed Veredus as an executive search firm for this appointment and they will manage the campaign.

This is an external competition, to apply you will need to submit the following documents, via the Veredus website ([Link](#)) by 23:55 on Sunday 6th April 2025, quoting the reference number & job title: “17801 – Head of Specialist Military Equipment (L&P2)“.

- A **Supporting Statement** in **PDF** of no more than 1500 words (font Arial, size 11), outlining how you consider your personal skills, leadership attributes, qualities and experience match the essential criteria on page 10. **Applications that exceed the word limit will not be considered.** For assistance with Supporting Statements or if you experience any technical issues with submitting your application, please reach out to the [recruitment team](#) prior to the closing deadline. **Late submissions will not be considered.**
 - *A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
 - *A completed **Diversity Monitoring Form**. 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. The information you provide will help us monitor our progress towards the Civil Service becoming the most inclusive employer ([Civil Service Diversity and Inclusion Strategy](#)). 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' (via this link) [CLICK HERE TO COMPLETE THE DIVERSITY MONITORING FORM](#)
 - *A completed **Candidate Supporting Information Form** (via this link) [CLICK HERE TO COMPLETE THE CANDIDATE SUPPORTING INFORMATION FORM](#)
 - A completed **Disability Confident Scheme Form** – if applicable.
 - A completed **Conflict of Interest Form** - if applicable
 - This vacancy is part of the Great Place to Work for Veterans initiative. Please indicate if you are applying through this scheme on the **Candidate Supporting Information Form**
- *Please note only complete applications that include all 4 requested documents will be considered.** Word versions of these forms can be found on the Veredus website under Supporting Documentation for ease of completion.

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 & Individual Leadership Assessment**

If you are found successful at shortlist you will be invited to attend a staff engagement exercise (SEE). This involves a 10 minute presentation to a small group of DE&S employees followed by a Q&A session, the presentation question to be discussed will be given to shortlisted candidates. Following the SEE the Employee Panel will provide feedback and scores to support the interviewing panel. The Individual Leadership Assessment (ILA) is completed by an occupational psychologist who will ask you questions around your leadership style and abilities. The ILA is not scored but is used as additional information for the 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 Richard Murray (Director Lethality & Protect), Ed Cutts (Army SRO Joint Effects), and a HR Business Partner.

▶ **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.



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	23:55 Sunday 6th April 2025
Shortlist	Tuesday 15th April 2025
Staff Engagement Exercise & ILA	Week commencing 21st April 2025
Panel Interviews (face to face in Bristol, Abbey Wood)	Friday 9th May 2025





➤ **What is the role of the Civil Service Commission?**

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions: Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

For most senior posts in the Civil Service (SCS PB2 and above), the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel. More detailed information can be found at the Civil Service Commission Website.

➤ **Can I only apply if I am a sole UK National?**

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens. For further information on whether you are eligible to apply, please visit Gov.UK.

➤ **Is security clearance required?**

Yes. If successful you must hold, or be willing to obtain, either Security Clearance (SC) or Developed Vetting (DV) as advertised on the job advert. More information about the vetting process can be found [here](#).

➤ **Do I need to sign the Official Secrets Act?**

Yes.

➤ **Do you offer a Guaranteed Interview Scheme for Disabled Persons, Veterans or Crown servants at risk of redundancy?**

Yes, we have a variety of Guaranteed Interview Schemes. When submitting your application via our recruitment system you will be asked if you wish to be considered under each scheme. Please ensure you indicate if you wish to be considered under one of these schemes on your application. You must meet the minimum essential criteria as advertised in the candidate pack to be guaranteed an interview. Selection will be on merit. For our disability scheme you do not need to disclose your disability. Please also advise us of any special arrangements for interview you will require, enabling us to make the appropriate arrangements.

➤ **What other benefits are there working at DE&S?**

MOD endeavours to support a work/life balance for all staff. Other benefits include: access to nursery places, access to a variety of discounts, flexible and hybrid working arrangements where possible, remote access to systems to allow for remote working and enhanced maternity, paternity and adoption allowances. See more [here](#).

➤ **Do you offer flexible or hybrid working?**

We champion flexible ways of working. Regular in-person attendance is required and expected at a minimum of 60% to promote the benefits of face-to-face collaboration alongside flexibility of hours to support work-life balance. Initially, you may be expected to attend more frequently to familiarise yourselves with the site, the team, and your role.

➤ **I've heard the Civil Service Pension scheme is great. Can you tell me more about it?**

You are entitled to membership of a Civil Service Pension Scheme. More information can be found at www.civilservicepensionscheme.org.uk.



➤ **What annual leave do you offer?**

You'll start with a 25 days of holiday a year, increasing by one day a year to 30 days after 5 years. In addition, you'll get eight bank holidays and an additional day of annual holiday for the King's birthday! There are also options for paid special leave for reservist training, public duties, volunteering, study leave and compassionate leave.

➤ **Will I get feedback on my application?**

Due to the volume of applications, we receive we cannot guarantee that you will receive feedback in relation to the shortlist results. You will however receive feedback following your interview if you are invited.

➤ **What will you do with my information?**

We take our responsibilities under the Data Protection Act 2018 and GDPR 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>.

➤ **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 deshr-scsrecruitment@mod.gov.uk before submitting your application.

➤ **What is your approach to Equal Opportunities?**

DE&S is a Level 3 Disability Confident Leader, aiming for the widest possible diversity in its workforce and 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 Equality 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. Our team are here to help and support you where possible throughout your recruitment experience, we are therefore committed to meeting, wherever possible, any needs you specify in your application. Please complete a Diversity Monitoring questionnaire 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.uk



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 give a 10 minute presentation followed by a 20 minute Q&A session with our staff engagement panel. 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 10.

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.

We understand that AI can assist you in your application. Find our guidelines [here](#).



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.

The background is a solid teal color with several white, hollow triangle outlines scattered across it. Some triangles are larger and more prominent, while others are smaller and more subtle. The triangles are oriented in various directions, some pointing right and some pointing left.

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 Reece D'Alanno – Reece.DAlanno@veredus.co.uk.