



Ministry  
of Defence

de&s



DE&S  
**CANDIDATE  
INFORMATION  
PACK**



YOUR AMBITION  
LEADS HERE



At Defence Equipment and Support (DE&S), we manage a vast range of projects to supply and maintain vital equipment and services for the Royal Navy, British Army and Royal Air Force.

We're equipping the UK military with the edge to protect our nation – **today, tomorrow, together.**

[\*\*Visit our website to discover more\*\*](#)

We exist to make sure our sailors, soldiers and aviators have the lifesaving, battle-winning capabilities they need to overcome adversity. We're dedicated to this mission, because we know our success will save lives, support our economy, and help our armed forces conserve our way of life.

[Learn more about our projects](#)



YOUR AMBITION  
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# OUR PEOPLE



Our people are at the heart of everything we do – and we want you to thrive. Here, we offer a wide range of rewarding roles, family-friendly working patterns, and the support to develop and progress.

We're here to support your goals, whether you're looking for a new career path, bigger challenges, or a better work-life balance with job stability you can rely on. That's why we say: **your ambition leads here.**

[\*\*Check out DE&S Careers on YouTube\*\*](#)

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# WORK PERKS

We're passionate about investing in your skills and wellbeing, to help you hit your goals and achieve long-term success. That's why our benefits are designed to support everything from your work-life balance to your bank balance, including:

- ▶ 25 days' annual leave plus one day a year up to 30 days after five years, and eight bank holidays
- ▶ An extra day off to honour the sovereign's birthday
- ▶ Flexible and hybrid working wherever possible to support your work-life balance – attending site a few days each week will be required and encouraged, depending on your role and team.
- ▶ Market-leading employer pension contribution of around 28.97%
- ▶ Recognition awards and an annual performance-based bonus
- ▶ Access to specialist training and funded professional qualifications
- ▶ Support for progression
- ▶ Huge range of discounts
- ▶ Volunteering days
- ▶ Enhanced parental leave schemes

## BE PART OF OUR COMMUNITY

Here you'll have the chance to join an extensive range of staff networks. With inspiring allies and thought leaders, celebrations and awareness events, our networks will make sure you're part of key conversations and communities.

Our networks include the Gender Equity Network, Race and Culture Network, Pride Network, Parents Network, Disability Network, Neuroinclusivity Network, Young Defence Network, and many more!



“

**As part of the network, it's nice to find that people actually like me being different. They don't want me to just fit in.”**

- Charlotte, Neuroinclusivity Network

# YOUR APPLICATION JOURNEY

Here's what to expect when you apply for a role with us:



Want to be in with the best chance of success?  
Read our [CV writing guide](#) and [interview tips](#)

[More on the process, checks and vetting](#)

# ARTIFICIAL INTELLIGENCE (AI)



We understand that AI can be a helpful tool when preparing your application. However, it's important that all examples and statements you provide are truthful, factually accurate, and based on your own experiences. Submitting content that is not your own - such as ideas or experiences from others, or material generated by artificial intelligence - may be considered plagiarism. This could result in your application being withdrawn, and for internal candidates, it may lead to disciplinary action. For further details on the appropriate and inappropriate use of AI, please refer to our [candidate guidance](#).



## THE BALANCED MATRIX



### Our balanced matrix model

Our organisation operates a balanced matrix approach, enabling us to have the right people and skill sets in the right jobs at the right time. Your role will be aligned to a particular Success Profile: a flexible framework which describes a variety of strengths, behaviours, experience and abilities for your position. The balanced matrix enables you to be transferred to other positions with the same Success Profile, so you can move to projects with the highest priority for Defence.

For example, when a global event such as a natural disaster occurs, a project manager working on the delivery of a new piece of military equipment could be moved to a project managing the delivery of urgent supplies to international military operations. The project manager would move to an equivalent role requiring the same level of skills and experience to take on the tasks required (as detailed in their Success Profile).

## 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. Because by harnessing the power of different ideas, experiences, and perspectives, we can achieve our ambitions, together. [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. Candidates with [disabilities can also opt into the Disability Confident Scheme](#).

## Your interview panel

Please note, your interview will involve a panel of trained interviewers from around our organisation and not necessarily from the specific team you will be joining.

## Great Place to Work for Veterans

We're part of the 'Great Place to Work for Veterans' scheme, supporting service leavers to find secure and meaningful employment after leaving the UK Armed Forces. If you're a military service leaver, and not already employed by the Civil Service, you can opt into this scheme on your application form and, if you meet all the Essential Criteria listed on the job advert, your application will progress straight to interview.

## Probation

All employees joining DE&S 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.

## 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. Other than in exceptional circumstances, we offer at the start of the advertised salary range, and you have the opportunity to progress through the range based on performance, and in the future, capability.

## Remuneration – Internal candidates and existing civil servants outside of DE&S

If you are already an employee of DE&S, or work in the wider Civil Service, it is important you read our [Renumeration Guidance](#).

## Right to Work, nationality, visas and sponsorship

As part of our pre-employment checks, documentation will be required to prove your existing right to work in the UK (or the country of your Primary Duty Station for overseas roles). 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 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.

## Pre-employment checks

All our employees are required to complete pre-employment checks. Our Defence Business Services (DBS) team will contact you to arrange these.

The main checks involved in the onboarding process are:

- **HMRC References** – References will be obtained via your HMRC tax record.
- **Cabinet Office Fraud Checks** – Successful applicants will be subject to a check on the Internal Fraud Database (IFD), which contains information about individuals dismissed for fraud or dishonesty offences. Any applicant whose details are found on the IFD will be refused employment.
- **Disclosure and Barring Service (DBS) Criminal Record Check** – This check helps ensure the safety of our employees and mitigates risks to the organisation.
- **Optima Health Survey** – This survey helps us manage employee health and health risks, as well as understand any specific requirements you may have.
- **Security Clearance/Developed Vetting** – Successful candidates must meet the required security clearance level before being appointed. The level of clearance required will be stated in the job description. If you already hold SC clearance, this will need to be transferred to us. We encourage you to review the security clearance requirements before submitting your application.

The MOD adopts a **zero-tolerance** approach to unacceptable behaviours. If you're an ex-MOD employee, you will not be eligible or be considered for a post if you have been dismissed from a role for unacceptable behaviours within the last five years.

### 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're not successful at interview, we may offer you a role at a lower level if this is a match for your skills and experience. If this applies to your application, you'll be scored against criteria for the lower-level role and offers will be made in merit order. If you accept this position, you'll be able to take advantage of opportunities to develop your career as part of our team.

### Childcare vouchers

Any move to DE&S 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  
[www.childcarechoices.gov.uk](http://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 our sites. If required, individuals can receive support in stopping smoking through our Employee Assistance Programme.

We're pleased to support you in taking 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.

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

**We wish you the best of luck with your application!**



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There are lots of reasons why I'd recommend DE&S to others as a great place to work – remote working, flexible hours, and the Defence Discount.

There are so many career opportunities available, and the support DE&S provides is amazing.”

- Iona, Safety Engineer