



Submarine  
Delivery Agency



# Candidate Information Pack



Deliver the extraordinary

# Join our team

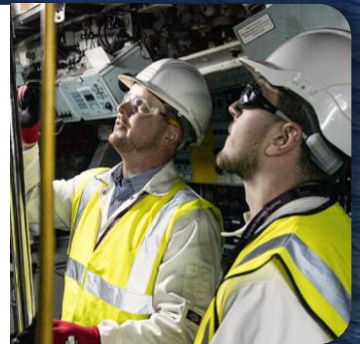
Support our Armed Forces in defence of our nation and discover an exciting career delivering the extraordinary.

The Submarine Delivery Agency (SDA) is part of the Ministry of Defence, delivering one of the most technically complex products on the planet. We're a professional delivery organisation employing some of the most skilled people in the country. In return we provide a fantastic offering.

Feel proud about what you do – delivering for the Armed Forces, helping to defend our nation and building a career that works for you. Join us and become part of our team. Below you can find out more about how we'll look after you, your role in supporting the Royal Navy, and how we can help you achieve your aspirations.

## Support

We support you to bring your whole self to work each day, to grow and to thrive. We're a team of hardworking, dedicated professionals, with access to a competitive reward package. And it's not all work and no play. We recognise the importance of a good work-life balance and offer flexible working options and generous annual leave.



## Deliver

Sometimes a chance comes along to do something really different. Here we're proud to deliver one of the most technically complex equipment on Earth - a vital element in keeping our seas safe for all. Whatever your role with, you'll be a part of it, working alongside a team of civilian and military colleagues to deliver available and capable submarines for the Royal Navy in defence of the nation.



## Aspire

We'll help you grow your success and contribution, by placing your personal and professional development at the heart of our drive for excellence. We embrace innovation and will support you to seek out opportunities for improvement. We have roles for everyone, at any career stage, across technical, professional or support functions.



# An exceptional benefits package

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 - though attendance to site may often be required, and is encouraged!
- Enhanced parental leave schemes
- Support for progression
- Access to specialist training and funded professional qualifications
- Market-leading employer pension contribution of around 27%
- Recognition awards and an annual performance-based bonus
- Huge range of discounts and savings
- 24/7 Employee Assistance Programme
- Volunteering days

**Discover more about [our benefits](#)**

## Join a staff network

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.

**“As the Defence Disability Network secretary, I've gained confidence in speaking out about diversity and inclusion-related matters, and it's a privilege to see the impact we make.”**

- Denene, Defence Disability Network

Our range of employee networks includes Menopause, Pride, Race and Culture, Social Mobility, Young Defence, Neuro Inclusivity, Disability, Women's networks – and more!



# Your application journey



Read the [CV writing guide](#) and [interview tips](#) for best chance of success



Our recruitment is managed by our sister organisation, Defence Equipment & Support (DE&S), so you can expect to hear from their team throughout the process

# Security checks and vetting

Before you can officially join our team, we need to carry out a range of checks. This may take a little time, however it's all part of what we do to help keep people and information safe.

Organisation	Check details	Estimated timelines
UK Security Vetting (UKSV)	UKSV is the main UK government provider of security clearances. There are two types of security clearance within SDA, Security Check (SC), and Developed Vetting (DV). The level of clearance required will depend on your role, and will be stated on the job advert. DV clearance can take longer as it's a higher level of security and requires you to have an interview with the vetting department.	From 25 days up to around three months
Optima Health	Optima Health is our occupational health services provider.  Once you have completed the online form, the occupational health check can take up to one week, sometimes longer, depending on your medical circumstances.	Up to one week
His Majesty's Revenue and Customers (HMRC)	References are obtained via your HMRC tax record. Where a written personal reference is also required, this can take longer.	Up to three weeks
Disclosure and Barring Service (DBS)	The DBS criminal record check, sometimes referred to as a GRS check, helps ensure the safety of our employees and prevent any risk to the organisation. This can take up to two weeks, although the process can be longer depending on an individual's personal circumstances.	Up to three weeks

# Further information

## 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, together we'll deliver the extraordinary.

## Reasonable adjustments

If you have a disability or additional need that requires accommodation, let us know by completing the 'Reasonable Adjustments' section in the 'Application Questionnaire' when you apply. Candidates with disabilities can also opt into the Disability Confident Scheme – this will enable you to proceed straight to interview if you meet all the essential criteria on the job advert.

## 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, 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.

## Your interview panel

Your interview will involve a panel of trained interviewers from around our organisation though not necessarily from the specific team you will be joining.

## Conflicts of interest

You have a responsibility to ensure that there is no real or perceived conflict of interest between your job in the SDA and any private, charitable or business interests including appointments held by your spouse, partner or a close relative. Please speak with

your recruiter if you have any questions.

## Probation

All employees joining SDA who are new to the Civil Service will be subject to a six-month probation period, 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 the SDA and DE&S

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

## Vetting

Successful candidates must meet the [security requirements](#) before they can be appointed. We encourage you to read this to understand the requirements before submitting your application. The level of clearance will be stated on the job advert and is likely to be either Security Check (SC) clearance or Developed Vetting (DV).

## Cabinet Office fraud checks

As part of pre-employment screening, applicants who are successful at interview will be subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.

### **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](#).

The SDA does not 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.

Nationals from outside the UK or the [European Economic Area \(EEA\)](#) who attend an interview are required to provide original documents that prove their existing entitlement to work in the UK in their own right (i.e. not sponsored by their current employer).

Due to the nature of our work, most applicants are required to be sole UK nationals.

### **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 the SDA 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 SDA sites. If required, our people can receive support in stopping smoking through our Employee Assistance Programme.

### **Queries and feedback**

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

**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. Best of luck!**

A submarine is positioned on a snowy mountain peak. Two missile launchers are visible on the submarine's deck. The background consists of a vast, snow-covered mountain range under a clear blue sky. The overall scene is surreal and emphasizes the 'extraordinary' nature of the delivery.

Ready to deliver the  
**extraordinary?**

Learn more: <https://www.gov.uk/government/organisations/submarine-delivery-agency>