



Submarine
Delivery Agency

SDA Candidate Information Pack



About us

We are an executive agency of the Ministry of Defence (MOD), established in April 2018.

We manage the procurement, in-service support and disposal of UK nuclear submarines, which are some of the most complex equipment in the world.

Since April 1969, the Royal Navy has successfully delivered the United Kingdom's highest Defence priority. Known as the Continuous At Sea Deterrent, at least one nuclear-armed ballistic missile submarine is patrolling the seas undetected at all times. It works every hour of every day to guarantee our safety and that of our NATO Allies.

We work with a range of organisations, most notably the Defence Nuclear Organisation (DNO), the Royal Navy, Atomic Weapons Establishment (AWE) and industry partners. Together we make up the Defence Nuclear Enterprise – as part of the enterprise the SDA is the delivery agent for submarines.

Check out the [SDA framework agreement](#) for more information.

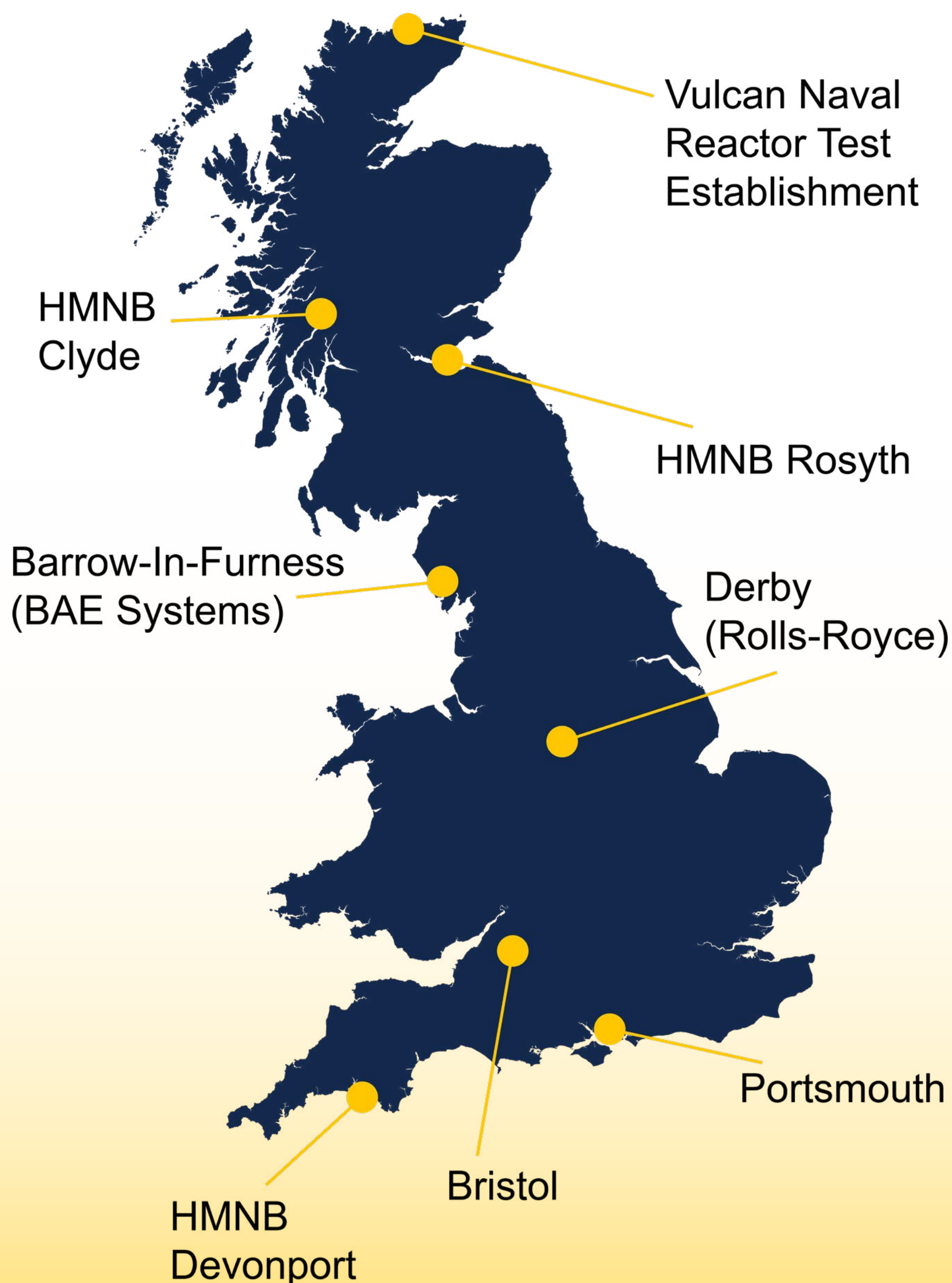


Our locations

We have a highly skilled and capable civilian and military workforce based at locations across the UK and overseas. These include:

- Bristol, Abbey Wood
- Barrow-in-Furness, BAE Systems
- His Majesty's Naval Base (HMNB) Clyde
- Derby, Rolls-Royce Submarines Ltd
- HMNB Devonport
- Rosyth Dockyard, Babcock International
- United States

You can find out more about our locations on [GOV.UK](https://www.gov.uk).



Why work with us? —

Whatever your role in the SDA, you'll be part of an organisation that produces available and capable submarines for the Royal Navy in defence of the nation.

At the SDA, people are at the heart of everything we do. When our teams thrive, so does our organisation, and the communities we serve. We are committed to investing in your growth, wellbeing, and future. As part of the agency you will:



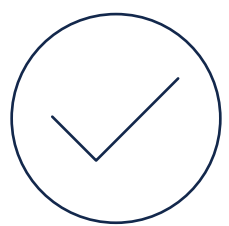
Be part of a workplace that celebrates diversity, champions equality, and offers active networks where your voice is heard and valued.



Get tailored learning opportunities and have a clear career pathways. We'll support you to achieve your goals and reach your potential.



Get a market-leading pension, have access to discount schemes and perks that make life a little easier – and more enjoyable.



Have flexible working options and generous annual leave to help you balance professional success with personal wellbeing.

You can find out more about our benefits package on [GOV.UK](https://www.gov.uk).



Our people — ...and our values

We're determined to make the SDA a great place to work – where we all feel included and valued, and are enabled to do our very best, every day.

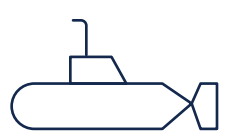
Our values – we support, we deliver, and we aspire.

These are set out in the [SDA Code](#) and capture the spirit and the best of our agency – doing the right thing, the right way, all of the time.



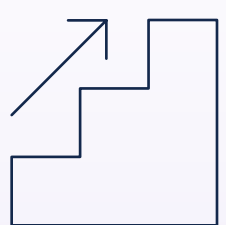
When we support, we are committed, inclusive and thrive on teamwork

We support you to bring your authentic self to work, to grow and thrive. We're a team of hardworking, dedicated professionals who recognise the importance of a good work-life balance.



When we deliver, we are accountable, open and sincere in all that we do

Sometimes a chance comes along to do something different. Here we're proud to deliver one of the most technically complex systems on Earth. Whatever your role with us, you'll be a part of it.



When we aspire, we are ambitious, trustworthy and proud of what we achieve together

We aspire to 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.

SDA resourcing

We take a value-aligned approach to our recruitment. This prioritises values and aspirations when attracting, hiring, and promoting individuals. By focusing on these specific core ideas, we can build a team comprised of people with the capabilities and values for the job, which supports performance and retention.

Value aligned recruitment ensures that we test each of the organisation's values in the selection of the technical and behavioural assessment. Every position in the SDA has assigned technical and behavioural skills, which are outlined in a Success Profile.

The success profile elements are:

- **Behaviours** – the actions and activities that people do which result in effective performance in a job.
- **Experience** – the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.
- **Technical competence** – the demonstration of specific professional skills, knowledge or qualifications, driven by the technical competence framework.
- **Strengths** – the things we do regularly, do well and that motivate us.
- **Ability** – the aptitude or potential to perform to the required standard.

Check out our [Civil Service Competency Framework](#), also attached to each individual job advert, for further information.

The recruitment journey



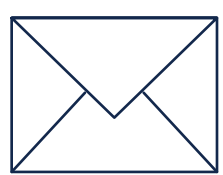
Apply – submit your application.



Make shortlist – if you are seen to have met all the advertised essential criteria, you'll be added to a shortlist.



Interview – if you meet the minimum benchmark, you'll be invited to interview with the hiring panel. At interview you'll be assessed against core behaviours and technical competencies stated in the job advert.



Provisional offer – interviews will be scored, and the top scoring candidate(s) will be made a provisional offer. If we have more candidates who pass interview stage than available roles, you may be offered a place on the reserve list for future similar role opportunities within the SDA.



Checks – onboarding checks and security vetting process.



Formal offer – once all checks are successfully completed, we will issue your formal job offer.



Your first day in role with SDA.

Estimated timeline: 6 months

Preparing for --- interview

You've passed application and short-listing stage, and now you've been invited to interview. Ensure you take the opportunity to prepare and highlight why you are suitable for the role.

Think about real examples you can use that demonstrate your experience against the criteria set out in the job advert. It's important to answer questions fully, and wherever possible using the STAR format. This will help ensure the panel really understands your efforts and recognises the outcomes you achieved.



Situation



Task



Action



Result



Interviews will be either virtual, or face-to-face, depending on the type of role and location.

Be ready in advance to avoid any stress and ensure your equipment is working.

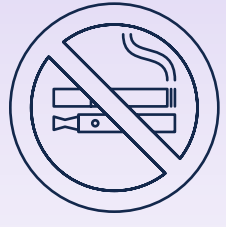
Make sure you are refreshed and rested as this will help you feel less nervous and more confident – relax and be yourself.

Consider a mock interview – ask a friend or family member to help you practise what you would like to discuss.

We recruit in line with the Civil Service Recruitment Principles, which is a legal requirement for hiring within the Civil Service and ensures we hire on merit, on the basis of fair and open competition.

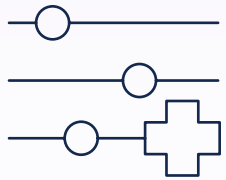


Useful information



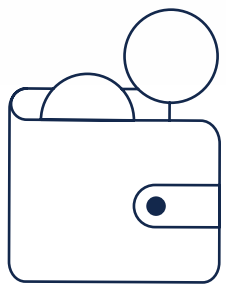
Smoke-free organisation

Since 2022, the SDA has been smoke-free, banning all tobacco, e-cigarettes, and vaping on-site. Support to quit smoking is available via the Employee Assistance Programme.



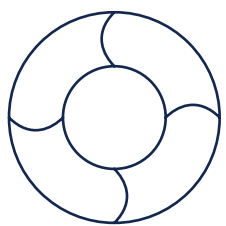
Reasonable adjustments

If you have a disability or need adjustments, complete the 'Reasonable adjustments' section in the 'Application questionnaire'. You can also opt into the Disability Confident Scheme.



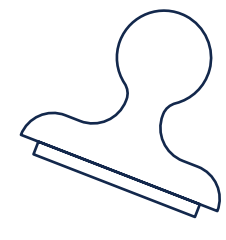
Interview expenses

Interview expenses are not reimbursed.



Civil Service Code

All civil servants must follow the [Civil Service Code](#), outlining values, behaviour standards, and responsibilities.



Vetting

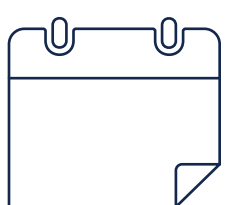
Successful candidates must meet security requirements before appointment, with clearance levels: Security Clearance or Developed Vetting specified in the job advert.

Due to the nature of the work, many roles require the post holder to be a UK national.



Official Secrets Act

All employees are subject to the Official Secrets Act.



Probation

New SDA employees joining the Civil Service are subject to a six-month probation from their start date.



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, based on fair and open competition.



Privacy notice

The MOD Privacy Notice explains how your data is used, your rights, and information under Data Protection laws. Your application and selection details may be shared with other vacancy holders if applicable.



My data

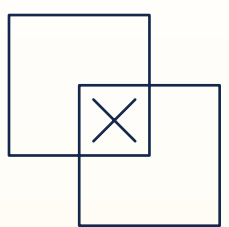
We comply with the Data Protection Act, securely storing your data with restricted access for application and selection purposes. Data may be anonymised for recruitment monitoring. Diversity Monitoring forms are solely for process evaluation.

Unsuccessful applicants' data is destroyed after 12 months, while successful applicants' data is retained by SDA HR.



Restrictions on political activities

During the period of appointment there will be certain restrictions on political activities.



Conflicts of interest

You must avoid any real or perceived conflicts of interest between your SDA role and personal, charitable, or business interests, including those of close family. Contact your recruiter with any questions.



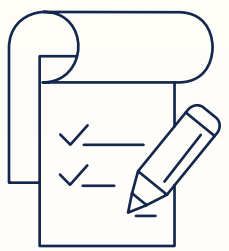
Great place to work for veterans

As part of the 'Great Place to Work for Veterans' scheme, we help service leavers find meaningful employment. Military leavers can opt in on their application.



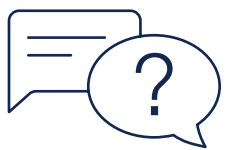
Complaints

In the 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: dbskomplaints@dbb.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.



Candidate reserve list

We may hold a 12-month reserve list for future vacancies, potentially split by location, business unit, or role requirements. Reserve lists are ranked by merit and location preference. Declining an offer for an unrequested location allows you to remain on the list. Placement on the reserve list does not guarantee employment.



Queries and feedback

If you would like to give feedback on the application process, please contact the SDA Recruitment Team: SDAHRWorkforceResourcePlanning@mod.gov.uk.

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 contact the recruiter listed on the job advert.

Thank you for expressing an interest in the Submarine Delivery Agency.

Our agency is central to the UK Government's £242 billion equipment plan for the British Armed Forces, and is responsible for the procurement, in-service support, and decommissioning of all UK nuclear submarines.

The SDA is a fantastic organisation to work for! The role is exciting, stretching, and important, and we will support you to further develop your career.

Sir Chris Gardner KBE, SDA CEO





Submarine Delivery Agency

Design by SDA Creative
Reference: SDA-25-050
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