



Ministry
of Defence



Government
Recruitment Service

Director Defence Safety

Ministry of Defence

SCS Pay Band 2

Reference: MODHSE2023

Closing date: 23:55 24th April 2023



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Location and working arrangements can be flexible within reason; for example, working or being based at other large/main Defence sites within the UK (subject to line manager agreement and site availability/capacity). Please see the FAQ section for further detail.

Salary

This is an SCS Pay Band 2 role. The successful candidate should expect to earn £140,000 per annum.

Existing Civil Servants on level transfer will retain their existing base salary. Candidates on promotion will have their substantive base salary increased by 10% or start on the minimum of the SCS PB2 scale of £95,000 per annum; whichever is higher.

Contract Type

This role is being offered on a permanent basis. The role is subject to assignment duration for 3 years. Please see FAQs for further information.

Benefits of Working in the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a successful career with the Ministry of Defence and wider Civil Service. Our [benefits portal](#) has more information.

Security Clearance

Please note that the successful candidate will need to hold, or be prepared to apply for, Developed Vetting level. The position is reserved for **UK nationals only**.

Overall Purpose of the Job

The MOD is both a Department of State and a strategic military headquarters. It commands UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment and logistics. It also controls an estate that includes 50,000 houses, 60,000 technical assets and 20,000 other key assets such as runways and electrical networks.

The MOD Head Office oversees a vast array of Defence activity and commands military operations worldwide. This is delivered by the Armed Forces, MOD civilians and contracted personnel operating in the UK and overseas. Some of this activity is inherently dangerous, and Defence is acutely aware of the duty of care it owes to its people, the public and the environment and therefore takes its safety obligations extremely seriously. Within the UK, Defence complies with all applicable safety legislation and, where it has exemptions, it aims to achieve outcomes that are at least as good as those required under UK legislation.

The Director Defence Safety role leads on oversight and governance of Health and Safety (H&S) performance and risk with Head Office, supporting the Permanent Secretary, the Chiefs of Staff and the Chief Executives of the Defence organisations to improve MOD's safety performance and culture.

The post holder will be responsible for delivering safety Functional Leadership across Defence, including setting formal delivery objectives for Defence organisations through the Defence Plan, publishing Joint Service Publications (JSPs), setting policy, giving direction and guidance on safety; sponsoring any relevant training; and managing the Health and Safety (H&S) profession – and creating and maintaining a caring and resilient safety culture within the MOD.

Key Responsibilities

Responsibilities include

Leadership, Culture & Governance

- Leading a central team responsible for delivering safety Functional Leadership across Defence, including setting formal delivery objectives for Defence organisations through the Defence Plan.
- Owning the Functional Strategy and the Operating Model.
- Maintaining effective corporate governance of Defence safety; coordinating and driving forward the work of the Defence Safety and Environment Committee (DSEC), Defence's top-level HS&EP forum, chaired by the 2nd Permanent Secretary, and with a membership that includes: the Vice Chief of the Defence Staff, the Service Chiefs, the Chief Operating Officer, Director General Nuclear and the Chief Executives of key Defence organisations.
- As a member of the Senior Civil Service, contribute corporately to the delivery of Departmental output, acting as a role model in leadership and actively promoting the Civil Service Leadership statement (Inspiring, Confident, Empowering).

Policy, Regulation & Guidance

- Owning and maintaining the Defence Safety Management System (Defence SMS), the overarching framework document for complying with all safety legislation, Defence regulation and Defence policy.
- Developing and maintaining effective safety policies and guidance.

Performance, Risk and Assurance

- Maintaining a Head Office awareness of safety performance and, where necessary, acting to address serious safety risks and issues across Defence (either directly or by ensuring they are captured by the appropriate departmental processes).
- Assuring adherence to safety functional standards, through the safety professionals working in the Defence organisations, or by directly commissioning interventions to provide assurance across Head Office and the Defence organisations.

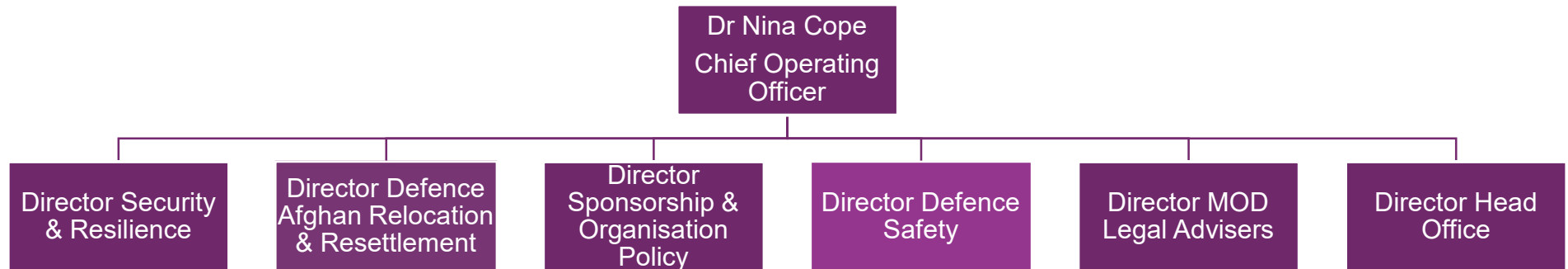
People and Professional Management

- As the Head of the HS&EP Profession, maintaining a framework for HS&EP professional development, including training needs, qualifications, career development and professional accreditation.
- Working across Defence to understand safety critical posts and Strategic Workplace Planning to ensure resilience.
- Working across Defence and across government to raise the profile of H&S, exert appropriate influence and promote the H&S Profession.

Stakeholder Engagement

- Leading on engaging with internal and external stakeholders on Defence-wide strategic safety matters including maintaining relationships with health, safety and environmental statutory regulators and consulting with trade unions on safety issues.

Organograms



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Director Defence Safety

Deputy Director

Chief of Staff

Deputy Head Policy/Secretariat

Deputy Head Functional Delivery

Deputy Head Acquisition Safety Cell

Deputy Chief of Staff

Executive Assistant

Assistant Head Policy

Assistant Head Governance

Assistant Head Environmental Protection

Assistant Head Data & Digital

Assistant Head Risk & Insight

Assistant Head Profession

Assistant Head Land

Assistant Head Maritime

Assistant Head Air

SEO Health and Safety Policy

SEO Comms & Engagement

SEO Environmental Policy

SEO Performance & Improvement

SEO Profession Specialist

SEO Land

SEO Maritime

SEO Policy Secretariat

SEO Performance & Improvement

HEO Policy Secretariat

Person Specification

It is important that in your application you provide evidence and examples of proven experience of these selection criteria. These responses will be developed and discussed with those candidates invited for interview.



As a leader in Defence you will help shape, role model and bring to life a 'One Defence' Mindset that will enable us to realise our vision and strategic objectives. Your leadership must be inspiring, confident and empowering. Working at every level of Defence to break down silos, unite teams and drive a culture that is trusting, collaborative, innovative, diverse and inclusive. You will also be flexible, dynamic and proactive with excellent communication, diplomatic and influencing skills, and have the ability to work with a complex group of stakeholders, including senior leaders at Board level, for example the Permanent Secretaries, Ministers and senior military, in a fast-moving, high profile and demanding environment. Enabling us to deliver with pace and agility through the skills, dedication and empowerment of everyone working in support of Defence.

The successful candidate will be able to demonstrate achievement against the following **essential criteria**:

- Extensive experience delivering H&S improvements in large scale and complex organisations that have significant delegated delivery.
- Proven strategic leadership skills, including the ability to develop and maintain strong relationships, form effective partnerships across organisational boundaries and gain credibility with senior stakeholders.
- Experience of building and strengthening an H&S function, using it to leverage improvements across a larger organisation.
- The ability to oversee delivery of changes around business processes and drive through change and unblock obstacles in order to deliver a strengthened and authoritative safety function.

Desirable criteria may be used in the event of a strong field of candidates when there is a need to distinguish between candidates. This will be as a second sift, after the essential criteria has been considered:

- Previous experience in developing strategic performance metrics and risk approaches in a safety environment.
- An understanding of Defence or a related industry, its delivery, structure and governance.

Application Process

Application

To apply for this post, you will need to complete the online application process accessed via the advertisement listed for this role. This should be completed no later than 23:55 on Monday the 24th April 2023 and will involve providing the two documents outlined below via the Civil Service Jobs portal:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
- A **Statement of Suitability** (no longer than 1000 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.

Failure to submit both documents will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

As part of the online application process, you will be asked a number of diversity-related questions. 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'. All monitoring data will be treated in the strictest confidence and will not be provided to the selection panel.

The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Should you encounter any issues with your online application please get in touch with us via modrecruitment.grs@cabinetoffice.gov.uk

Selection panel

Martin Spencer, a Civil Service Commissioner, will chair the process. 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 the most senior posts in the Civil Service, 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 on the [Civil Service Commission website](#).

In addition to Martin, the other panel members will be:

- Nina Cope, MOD Chief Operating Officer and line manager
- Air Marshal Steve Shell, Director General, Defence Safety Authority, MOD;
- And a final panel member to be confirmed in due course

Longlist

You will receive an acknowledgment of your application through the online process. The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the '[Person specification](#)' section. Failure to address any or all of these may affect your application.

The selection panel will then decide on a longlist of candidates to be progressed to first round interview. These interviews will be conducted remotely by our search consultants. They will last around an hour and explore your interest in the role and how your experience matches the requirements of the role.

Shortlist

Following initial interviews, reports will be written on each candidate. These will be used by the panel to select a smaller number of candidates – the shortlist - to be progressed to the later stages of the process which includes assessment and panel interview.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted, you will be asked to take part in a series of assessments which could include psychometric tests and/or a staff engagement exercise. These assessments will not result in a pass or fail decision. Rather, they are designed to support the panel's decision making and highlight areas for the panel to explore further at interview.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

You may also have the opportunity to speak to Nina Cope prior to the final interview to learn more about the role and the organisation. Please note this is not part of the formal assessment process.

Full details of the assessment process will be made available to shortlisted candidates.

Interview

Defence alongside other departments is committed to making the civil service more inclusive and recognises the value of the use of Diversity in its recruitment panels. Helping candidates from a diverse group of backgrounds, to feel comfortable and at ease during the interview process, to reduce bias and increase the objectiveness of decisions. In line with the Civil Service's Inclusive Board initiative we aim to ensure that, as well as being gender diverse, Defence's interview panels for Senior Civil Service will include at least one panellist who is from an ethnic minority background and/or have a physical or non-physical disability (which may not be visible).

A short presentation is likely to form part of the interview. Shortlisted candidates will be given full details in advance of interview.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.

Expected Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, to meet the dates given. Please note that these dates may be subject to change. If you anticipate any difficulties attending, please alert scscandidate.grs@cabinetoffice.gov.uk upon application.

The anticipated timetable is as follows:

Advert closing date	25:55 24 th April 2023
Preliminary interviews	Week Commencing 8 th May 2023
Shortlist	Week Commencing 15 th May 2023
Assessments	Week Commencing 22 nd May 2023
Panel interviews	Week Commencing 5 th June 2023

Why Join Defence?

A note from Nina Cope, Chief Operating Officer



The Ministry of Defence is committed to being an exemplar employer on inclusion.

Our vision is to ensure Defence represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity and fairness are not only respected and valued but celebrated - and where everyone can see where they belong, ensuring no one feels excluded.

We want to maximise the potential of everyone who chooses to work for us – regardless of background, working style or career experience.

As COO, I am responsible for Head Office and its corporate services, including safety, and lead on integration and modernisation within and across the MOD, strengthening functions and ensuring MOD contributes to wider Government programmes including Civil Service Reform and Corporate Services Modernisation.

Defence is facing some of the most rapidly changing and intensifying threats, both domestically and globally. Our challenge is to remain agile to respond positively to this changing landscape. That is why the Director Defence Safety is such a critical role. The successful candidate will be responsible for the safety culture across Defence, eliminating fatalities whilst enhancing capability, and ensuring that all recognise the value of safety. The Director is also the head of the H&S profession for Defence (c1000 staff).

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the MOD is the place for you.

Best wishes,

Nina Cope, MOD Chief Operating Officer

Why Join Defence

About us

We work for a secure and prosperous United Kingdom with global reach and influence. We will protect our people, territories, values and interests at home and overseas, through strong armed forces and in partnership with allies, to ensure our security, support our national interests and safeguard our prosperity.

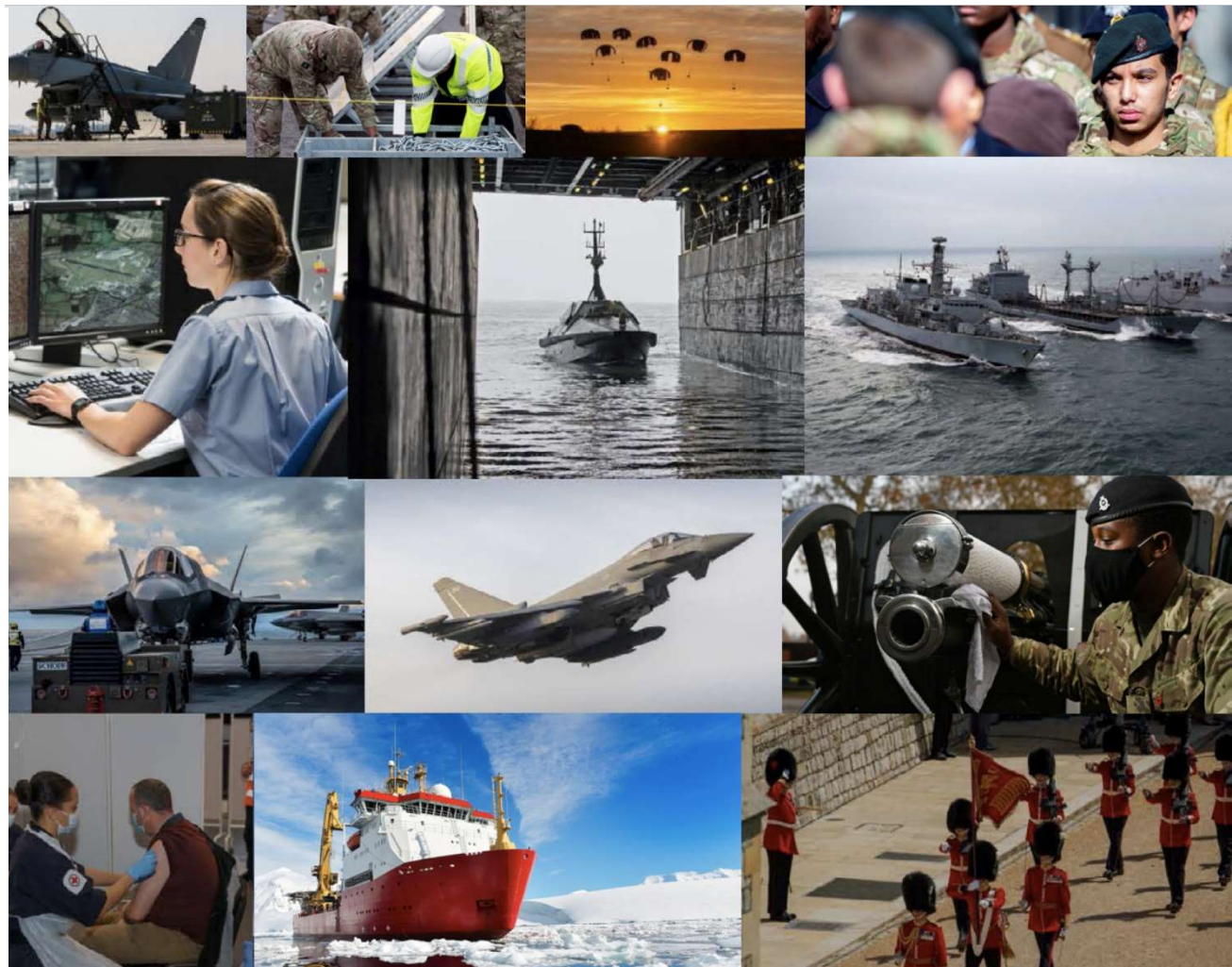
Do you want to be part of...

One of the largest government departments with a budget of £42 billion...

Supporting operations at home and right across the globe...

One of the UK's largest employers.

Source: "MOD Key Facts 2020/2021"



About Defence

Responsibilities

The Ministry of Defence has 8 defence tasks:

- Defence, security and resilience of the UK and its overseas territories
- Nuclear deterrence and the defence nuclear enterprise
- Contribute to improved understanding of the world through strategic intelligence and the global defence network
- Influence through international defence engagement
- Overseas defence activity
- Promote UK prosperity and civil society
- Direct defence strategic base and enabling functions

Priorities

Our priorities are to:

- Protect the UK
- Project the UK's global influence
- Promote UK prosperity
- Transform the way we do business
- Support the delivery of Brexit

Who We Are

The Ministry of Defence has permanent and casual civilian personnel, including Royal Fleet Auxiliaries, Trading Funds and locally engaged civilians. The UK regular forces comprise full time trained and untrained personnel in the:

- Royal Navy
- British Army
- Royal Air Force
- Strategic Command

FAQs

1. Is this role suitable for part-time working?

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships). If you wish to discuss your needs in more detail please get in touch with the named point of contact in this pack.

2. Will the role involve travel?

Regular travel to sites within the UK will be required.

3. Where will the role be based?

Location and working arrangements can be flexible within reason; for example, working or being based at other large/main Defence sites within the UK (subject to line manager agreement and site availability/capacity). This is contingent on the successful candidate's ability to regularly travel to MOD Head Office in London and other sites as required. Unfortunately, relocation costs will not be reimbursed, but reasonable travel and subsistence costs will be met.

4. Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

5. Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service. **This is a reserved post.**

6. Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to DV level. More information about the vetting process can be found [here](#).

7. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job candidates and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact: andrew.timlin@hays.com in the first instance.

8. Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Under the Disability Confident Scheme, disabled candidates who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the scheme, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

9. Will this role be overseen by the Civil Service Commission?

Yes. As this role is one of the more senior posts within the Civil Service, a Commissioner will oversee the recruitment process and chair the selection panel.

More detailed information can be found on the [Civil Service Commission website](#).

The law requires that 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.

10. What do I do if I want to make a complaint?

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact modrecruitment.grs@cabinetoffice.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

11. 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 modrecruitment.grs@cabinetoffice.gov.uk before submitting your application.

12. Pre-Employment Screening

Prior to a formal offer of employment, the successful candidate will be subject to pre-employment screening checks. These will include confirmation of your identity, employment history over the last three years (or course details if in full time education), nationality and immigrations status, and criminal record (unspent convictions only).

13. Cabinet Office Fraud Checks

Candidates who are successful at interview will be, as part of the pre-employment screening, 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 and dishonesty had their employment continued. Any candidate whose details are found to be held on the IFD will be refused employment.

14. Civil Service Code

All Civil Servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, visit [Gov.UK](#)

15. Assignment Durations for permanent Senior Civil Service (SCS 1 and 2).

This role has a minimum assignment duration of 3 years. An assignment duration is the period of time a Senior Civil Servant is expected to remain in the same post to enable them to deliver on the agreed key business outcomes. The assignment duration also supports your career through building your depth of expertise. As part of accepting this role you will be agreeing to the expected assignment duration set out above. This will not result in a contractual change to your terms and conditions.

16. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market and to existing civil servants and those in accredited Non-Departmental Bodies.

17. What nationality do I need to hold in order to apply?

This job is broadly open to the following groups:

- UK Nationals

[For further information on whether you are eligible to apply, please visit Gov.UK.](#)

18. Is this role offered as part of A Great Place to Work for Veterans initiative?

This vacancy is part of the A Great Place to Work for Veterans initiative, for further information [please see here](#).

Contact Us

Should candidates like to discuss the role in more detail before submitting an application, please contact:

modrecruitment.grs@cabinetoffice.gov.uk

This campaign is being run on behalf of the department by Government Recruitment Service. GRS is part of Government Business Services, for the Civil Service, and is a central government expert service specialising in the attraction, search, selection and recruitment of senior civil servants.

The team is regularly commissioned by departments and other government organisations to deliver end-to-end recruitment for some of society's most important leadership and specialist positions.

Our work is regulated by the Civil Service Commission where necessary.

The Ministry of Defence is a Disability Confident employer.