



Ministry  
of Defence



Defence  
Infrastructure  
Organisation

# Chief Executive Defence Infrastructure Organisation

## SCS Pay Band 3

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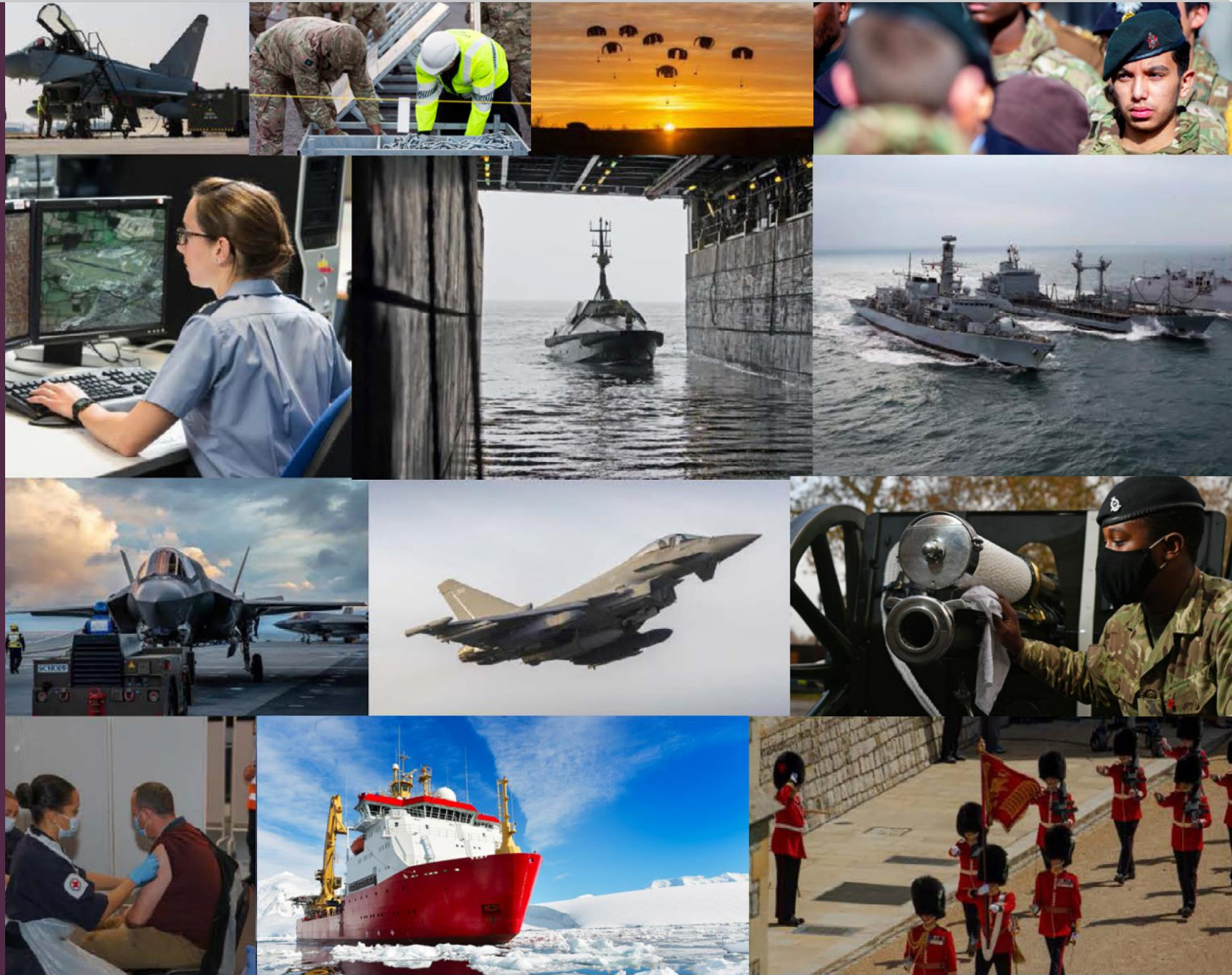
Closing date: Midnight Sunday 24 October 2021





# 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.



# Welcome message

*Thank you for showing an interest in the role of Chief Executive (CE) in the Defence Infrastructure Organisation (DIO). This is one of the most challenging and exciting roles across the Infrastructure arena, and this is a particularly interesting and dynamic time to be joining the DIO.*

*The organisation launched its new 10-year Strategy in August 2020 and I look forward to working with the new CE to ensure that organisation remains focused on driving its new strategic ambition to being One Team, providing Excellent Advice and Outstanding Delivery and along with the DIO Board provide them with support, advice and assurance on how they deliver the strategic issues they will face over a number of, complex, sensitive and political infrastructure issues.*

*Best Wishes,*  
**Neil Sachdev DIO Board Chair**

*Thank you for your interest in becoming the Chief Executive of the Defence Infrastructure Organisation. This is one of the most senior and critical leadership posts within Defence. DIO is among the largest and most complex infrastructure organisations in the world, and a central enabler of the UK's national security. It spends £4Bn a year, providing essential support to the military capability of the Armed Forces, building, maintaining, and delivering infrastructure services, both in the UK and overseas.*

*The Chief Executive is a key member of the top-level Defence leadership team, reporting directly to me as Head of the Department and MOD's Principal Accounting Officer. They are responsible for leading a collaborative team, that is focussed on delivery, responsive both to customer needs and wider policy imperatives, and which provides essential accommodation and other services directly to military personnel and their families. DIO colleagues are also central to critical investment and operational decision-making across Defence, including in driving forward MOD's carbon-reduction agenda.*

*As part of the Defence 'top team', I also look to the DIO Chief Executive to lead by example in delivering wider corporate priorities, including an increasing focus on safety across MOD, and substantially greater levels of empowerment, inclusion, and diversity in the Defence workforce as a whole.*

*I am looking to recruit a truly outstanding colleague, with a successful track record in infrastructure delivery and first-class personal leadership qualities.*

*If this excites and challenges you, please do consider applying for the role, which offers unique levels of reward, both professionally and as a major personal contribution to UK public service. Thank you once again for your interest.*

*Best Wishes,*  
**David Williams, Permanent Secretary MOD**



# About the Defence Infrastructure Organisation



The Defence Infrastructure Organisation (DIO) is responsible for enabling Defence people to live, work, train and deploy at home and overseas and we are proud to be the expert partner Defence needs for all their infrastructure requirements.

The world is changing and in response, Defence is modernising, mobilising and transforming. The DIO has responded to those changes to become a more reliable provider of infrastructure services. From large scale infrastructure, to everyday facilities management, our activities focus relentlessly on our Front-Line Command customers. We deliver value for money and consistently innovate to find proactive solutions to meet their needs. We meet our objectives as one team; capable, curious, collaborative and committed, to provide excellent advice and outstanding delivery.

DIOs vision is to equip defence with a significantly smaller, more efficient, better quality estate. Responsibilities include:

- Plan and deliver major capital projects and lifecycle refurbishment;
- Provide utilities services;

- Manage soft facilities management (i.e., cleaning and catering);
- Provide a safe place to train;
- Allocate Service Families Accommodation;
- Procure and manage routine maintenance and reactive repair;
- Provide a central register of asset information to advise infrastructure planning;
- Act as steward of the defence estate;
- Provide the unarmed guarding service.

Our [DIO Strategy](#) sets the ambition for the organisation: to be one team, provide excellent advice and outstanding delivery. The strategy also sets out the areas of focus for change over the next 10 years.

**Vision:** One team, excellent advice, outstanding delivery.

**Mission:** Caring for the Defence Estate and those that depend on it, enabling Defence to live, work, train and deploy.

**Purpose:**

- To deliver a relevant, enduring, credible, and unified DIO that adapts to customers' changing needs and ensures our people are proud to say they work for us.
- To be Defence's expert partner for all infrastructure needs - using skills built around recognised specialisms - and to provide proactive advice on using money wisely.
- To consistently add value at pace by being agile, and to deliver customer requirements effectively by drawing on enhanced internal capabilities and our industry expertise.

**Status:** DIO is an Executive Agency and a delivery body of the Ministry of Defence.



# DIVERSITY AND INCLUSION

## Force for Inclusion

**A copy of the MOD's Diversity and Inclusion Strategy 2018-2030: A force for inclusion is available here.** In it, the Department details its commitment to Defence harnessing the power of difference to deliver capability that safeguards our nation's security and stability.

Defence offers a fascinating and fulfilling career path whether you want to work in policy, operational delivery, corporate services or a particular specialist area and what's great is that it's not just theoretical.

You will have the opportunity to make some of the most complex, enriching and rewarding programmes and changes happen within Government that directly protect and defend our nation and those who live here. We care about what we do, we embrace diversity and we would love you to come and work with us.

Best wishes,  
**Sherin Aminossehe,**  
Director Infrastructure, MOD Race Champion



# About the role

## Job Title

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Chief Executive, Defence Infrastructure Organisation.

## Location

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This role can be located at any of the DIO principal hubs, which are Andover, London, Whittington (DIO HQ) Glasgow and Wytton. Regardless of location regular travel will be required around the UK, and routinely into London.

## Salary

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External candidates should expect their salary upon appointment to be £160,000 per annum with the possibility of earning an additional bonus of £17,500 per annum depending upon performance.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

## Contract Type

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This role is being offered on a permanent basis.

## The Role

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The Chief Executive (CE) is a substantial and challenging role with responsibility for providing strategic leadership and direction to the DIO with an infrastructure budget of £3.6bn and a team of over 5,000 staff, located both in the UK and overseas. The CE will shape and transform the way the DIO does its business, ensuring that it has the capability to improve its services to its customers and partners. We are looking for an individual that is interested in outcomes for our service personnel and who is genuinely diverse in their behaviours.

## Key Responsibilities:

- Accountable for setting the strategic plan and objectives for the DIO;
- With a budget of c£3.6bn, be accountable for the delivery of high volume, high value projects and contract management across Hard and Soft FM, disposals and major projects and programmes delivery;
- Lead continued transformation and implementation of the DIO's new 10-year Strategy and continue the journey to building a high performing organisation;
- Accountable for modernising the business using management information and insight;
- Supporting the MOD's Permanent Secretary in his role as Accounting Officer and the MOD's Chief Operating Officer in ensuring that the systems of internal control and business risk management across DIO operate efficiently and effectively;
- Maintaining constructive relationships with a range of senior stakeholders across the Defence Enterprise, providing strategic leadership of the DIO Executive Committee and departmental Boards and other committees, and actively contributing to broader leadership in Defence, across Whitehall departments and with external stakeholders.

Recent examples of significant DIO infrastructure delivery include:

- The £1.3bn Clyde infrastructure programme that will ensure that the personnel responsible for delivering the UK's continuous at sea nuclear deterrent are able to live, work and train in safe, state of the art facilities;

- The £30m infrastructure programme at HMNB Portsmouth that will soon be welcoming the HMS Prince of Wales to our shores;
- The DIO is committed to delivering 185 major projects to enhance Service Family Accommodation at a cost of £85million.

## **Civil Service Code**

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The Civil Service Code sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. As a civil servant, you are expected to carry out your role with dedication and a commitment to the Civil Service and its core values of:

- integrity' is putting the obligations of public service above your own personal interests
- honesty' is being truthful and open
- objectivity' is basing your advice and decisions on rigorous analysis of the evidence
- impartiality' is acting solely according to the merits of the case and serving equally well governments of different political persuasions

These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of ministers, Parliament, the public and its customers.

# Person Specification

It is important through your CV and Statement of Suitability that you provide evidence and examples of proven experience of these selection criteria.

The successful candidate will be able to demonstrate:

- **Strong strategic infrastructure skill** with clear experience of leading and delivering a portfolio of large-scale infrastructure projects across either the public or private sector;
- **A track record as a visible senior leader** within a complex organisation, with a proven ability to build and inspire inclusive, high performing teams, including those engaged in large, complex commercial transactions and project delivery;
- **Excellent interpersonal and influencing skills**, with a track record of developing and maintaining effective relationships with a wide range of internal and external stakeholders up to Board and Ministerial (or equivalent) level;
- **Strong commercial experience**, including experience of contract management, procurement best practice and implementation transformation;
- **Strategic business development**, including a first-rate track record in developing and successfully implementing new corporate and business change strategies;
- **Extensive, successful experience of operational delivery in the infrastructure sector**, ideally in hard or soft facilities management, project delivery, and/or housing.



# Benefits of working for the Civil Service

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career with the Ministry of Defence and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

## Equality, Diversity and Inclusion

**The Civil Service values and supports all its employees.**

We have strong and pro-active staff networks, special leave policies for hospital appointments, flexible working policies, workplace adjustments put in place for those who need them, and talent programmes to help everyone irrespective of background, to achieve their potential and thrive.

## Pension

**Your pension is a valuable part of your total reward package.**

A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. Visit [Civil Service Pension Scheme](#) for more details.

## Generous Annual Leave and Bank Holiday Allowance

25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.

This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday.

## Staff Wellbeing

**Flexible Working Schemes** allowing you to vary your working day as long as you work your total hours.

Generous **paid maternity and paternity leave** which is notably more than the statutory minimum offered by many other employers.

**Onsite facilities** Opportunity to use onsite facilities including fitness centres and staff canteens (where applicable).

## Season Ticket and Bicycle Loan

Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle.

## Sick Pay

Occupational sick pay.

**Further information on benefits available to MoD Civilian staff can be found [here](#).**

# The Recruitment Process

## Application

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GatenbySanderson, an executive search agency, has been appointed to assist with this appointment.

To apply for this post, please visit [www.gatenbysanderson.com/job/GSe78307](http://www.gatenbysanderson.com/job/GSe78307), by no later than **Midnight Sunday 24 October 2021** and please provide the following documentation:

1. 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
2. A **Statement of Suitability** (no longer than two pages) 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
3. 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 completion of the Diversity Monitoring Form is mandatory but it includes the option 'prefer not to say'.

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.

If you are unable to apply online please contact Peter Guilder on 07545 441127 in the first instance.

## Selection Process

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Jane Burgess, 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 as outlined in the [Civil Service Commission's Recruitment Principles](#). 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.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

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

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

- David Williams, Permanent Secretary MOD;
- Neil Sachdev, DIO Board Chair;
- Sherin Aminossehe, Director of Infrastructure MOD
- Another, TBC.

## Longlist and Shortlist

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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.

Candidates selected for longlisting will be invited for an interview with GatenbySanderson to further explore their skills and experience. Following the completion of all the preliminary interviews, the panel will meet again to further assess candidates on the longlist, utilising the additional insight provided by GatenbySanderson and will agree a shortlist for 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

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If you are shortlisted, you will be asked to take part in a series of assessments which could include psychometric tests and 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.

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

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.

MOD 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, particularly those from diverse 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, MOD'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).**

***In line with current Government requirements in response to the Covid-19 pandemic, interviews are likely to be conducted remotely, via video conference, but we may require your attendance in person at some elements, subject to mutual agreement.***

## Ministerial involvement

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Short listed candidates may also meet Jeremy Quin, Minister for Defence Procurement prior to final panel interview. Ministers will use this opportunity to explain to candidates their plans and expectations for the department and the challenges facing it. They may also use it to 'get behind the CV' and find out more about the candidates' experiences, expertise and approach.

The selection panel will receive feedback from the Minister on any issues the Minister thinks should be probed at interview. A member of the Civil Service Commission will be present at these meetings.

## Offer

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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, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	Midnight Sunday 24 October 2021
Longlist Meeting	Week commencing 25 October 2021
Shortlist Meeting	Week commencing 15 November 2021
Assessments	Week commencing 22 and 29 November 2021
Interviews	Week commencing 6 December 2021

# FAQs

## **Can I apply if I am not currently a civil servant?**

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Yes. This role is open to suitably qualified people in the external market as well as existing civil servants.

## **Is this role suitable for part-time working?**

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This role is available for full-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.

## **Will the role involve travel?**

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National and International travel will be required for this role.

## **Where will the role be based?**

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This role can be located at any of the DIO principal hubs, which are Andover, London, Whittington (DIO HQ) Glasgow and Wytton. Regardless of location regular travel will be required around the UK, and routinely into London.

Unfortunately relocation costs will not be reimbursed.

## **Can I claim back any expenses incurred during the recruitment process?**

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

## **What nationality do I need to hold in order to apply?**

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Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens.

## **This is a 'Reserved' post.**

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom

Candidates with dual nationality should contact [peter.guilder@gatenbysanderson.com](mailto:peter.guilder@gatenbysanderson.com) before applying.

For further information on whether you are eligible to apply, please visit Gov.uk.

## **Is security clearance required?**

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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](#).

## **What reasonable adjustments can be made if I have a disability?**

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We are committed to making reasonable adjustments in order to support disabled job applicants 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 [Mary.dempsey@gatenbysanderson.com](mailto:Mary.dempsey@gatenbysanderson.com) in the first instance.

## **Do you offer a Guaranteed Interview Scheme for Disabled Persons?**

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Disabled applicants 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 Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

### **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](#).

### **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](#).

### **What do I do if I want to make a complaint?**

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.**

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 Mark Turner, Managing Partner ( [Mark.turner@gatenbysanderson.com](mailto:Mark.turner@gatenbysanderson.com) ) in the first instance.

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

### **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 Peter Guilder on 07545 44 11 27 or [Peter.guilder@gatenbysanderson.com](mailto:Peter.guilder@gatenbysanderson.com) before submitting your application.

### **Pre-employment screening**

Prior to a formal offer of employment you will be subject to pre-employment screening checks. These will include confirmation of your identity, employment history, nationality and immigration status, and criminal record (unspent convictions only).

### **Cabinet Office Fraud Checks**

Appointments are 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.



# Contact us

Should candidates like to discuss the role in more detail before submitting an application, please contact **Peter Guilder** on; **07545 441127** or **[peter.guilder@gatenbysanderson.com](mailto:peter.guilder@gatenbysanderson.com)**

This campaign is being run on behalf of the department by the Director General Workforce Team, part of Civil Service HR, 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 and supported by the equality campaign group Stonewall.

Cabinet Office is a Disability Confident employer.