Thank you for your interest in working for Dstl

Thanks for your interest in this role at Dstl.

Dstl is an extraordinary organisation that delivers world-class science and technology with the sole purpose of keeping the UK, our armed forces, security services, and our citizens, safe and secure.

Since joining Dstl, we have been truly impressed by our culture of inclusion with a workforce that believes strongly in fairness for all. Our role as leaders is to enable our people to thrive, succeed and achieve their real potential.

Dstl’s purpose remains focussed on helping address the biggest challenges that face Defence and Security. We’re a world-leader in our field with one aim — protecting lives. We have experts making huge scientific advancements, so our work has real value and we’re all extremely dedicated.

We cannot think of another organisation that has the breadth, impact and depth of science and technology capability that we have at Dstl. We welcome the rich diversity of our people, who fuel ideas and innovation, enriching our experiences and driving our success. We are better together and hope you will join us.

Good Luck with your application.

Gary Aitkenhead
Chief Executive

Robyn Wedderburn
Chief People Officer
Who are Dstl?

We are Dstl – we are the science inside UK Defence and Security.

Here at Dstl, we keep the UK safe and secure by using world-leading science and technology. We’re a world-leader in our field with one aim – protecting lives. We have experts making huge scientific advancements, so our work has real value and we’re all extremely dedicated because we keep the country safe and secure.

Our cutting-edge S&T is a proven national asset not only to the Ministry of Defence (MOD) but to the wider UK. Since we were formed in 2001, our talented scientists and technologists have built an enviable reputation for innovating world-class S&T.

We are able to deploy our inside knowledge and understanding of government to interpret and connect requirements and stakeholders. We have a deep operational understanding of Defence and Security needs. This allows us to deliver sensitive and specialist S&T solutions through expert research, analysis and assurance.

We are an Executive Agency of MOD and a well-proven national asset giving the UK advantage over our adversaries across science, technology, cyber and information. We strengthen, protect and care for our Armed Forces – and we also work more widely across UK Government to innovate the science inside UK Defence and Security.

We are a globally-leading centre of excellence for science, technology, cyber and information, operating as a trusted partner to demystify and harness the application of S&T.
Values & inclusion

We bring together lots of different people and a huge range of disciplines in science and technology. So we have lots of variety in our projects, roles and opportunities, making everyday a day to explore and get excited.

You’ll need to be curious and want to make a difference to the security and defence of the UK.

As Dstl has developed to provide S&T solutions to the challenges within the operating environment, our values - that capture our beliefs and principles - are also evolving.

Our values were developed by our people, who told us what means the most them. They reflect who we are, what we are proud of and how we behave both individually and collectively.

Innovative
We deliver world class science and technology.

Collaborative
We have inside knowledge and are government-savvy, to interpret and connect.

Impactful
We harness deep operational understanding of defence and security needs.
Values & inclusion

We aim to develop all of our people to enable them to make a full contribution to meeting our strategic objectives, and to fulfil their own potential on merit.

We promote and support the use of a range of flexible working patterns to enable staff to enjoy a healthy work/life balance.

Dstl has signed up to the Race at Work Charter, the Armed Forces Covenant and the Derby House Principles; showing the commitment we have, to ensuring that diversity and inclusion is embedded into the very heart of our organisation.

We have a number of employee support networks, which cover a range of protected characteristics. The network groups are used to drive change, assist with policy updates and amendments; and to provide support for individuals that may need it. The support of the networks enables us to create a safe working environment where everyone feels comfortable to bring their true selves to work.

Our Networks

- Sexual Orientation and Gender Identity Network
- Faith and Culture Network
- Parents and Carer Network
- Alternative Working Network
- Gender Equality Network
- New Starters Network
- Enabled Network, for people with visible and non-visible disabilities

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Why work at Dstl

We’re a world-leader in our field with one aim – protecting lives.

We have experts making huge scientific advancements, so our work has real value and we’re all extremely dedicated because we keep the country safe and secure.

We bring together lots different people and a huge range of disciplines in science and technology. So we have lots of variety in our projects, roles and opportunities, making everyday a day to explore and get excited.

We know that everyone has different experiences and that everyone works in different ways. So we encourage you to work in a way that suits you, which often leads to the best results.

"I think my ship visits have been the most fun, as I’ve never done anything like that before. I’ve been on the Royal Fleet Auxiliary Argus which is amazing because when you’re in the hospital department, you feel like you could be anywhere, not floating on a ship! Recently I went on the Queen Elizabeth, one of the nations two aircraft carriers and they’re just incredible."

Eleanor / Health Physic Support

"I have three children and have used flexi-time, alternative working patterns and childcare vouchers over the last 10 years. I also used the EAP to access counselling to help me deal with anxiety caused by stress a few years ago."

Joe / Engineer

"Working at Dstl is very interesting, being involved and working with Defence and the Armed Services, meeting people who have done incredible and amazing things. As well as this, the flexibility of working hours, when and how work is undertaken, is a great bonus, especially for anyone with obligations outside of work, such as child-care. Employees are empowered to take responsibility for their work, with support from line management and fellow colleagues. Knowing that assistance is there when needed is a huge plus."

Joan / Scientist
The reward package

During the hiring and while you work for us, we are happy to consider options other than 9-5 work.

Agile working can mean:
- Part-time
- Job-share
- Reduced hours
- Compressed hours
- Home-working or other flexible arrangements

Agile working is more than working flexibly, it’s about empowering and entrusting colleagues to think about how, when and where they work, to deliver the best outcomes.

We will also need to conduct Health checks and we ask for an employer’s reference, these are all requested and submitted online. If you have any questions about these checks, please contact Dstlrecruitment@dstl.gov.uk

The flexible and smart working arrangements offered by Dstl have made balancing the competing needs of work and family life considerably easier and less stressful. The unpredictable needs of school age children are at odds with traditional full time working. Flexible and smart working empowers me to schedule my time to meet business and home demands without burning annual leave allowances or unnecessary line management negotiations.

Andy / Commercial Services
The reward package

In addition to offering agile working our reward package also includes:

- **Flexible Working hours**, a 12 month reference period and the ability to bank hours. Up to 20 hours can be taken in any calendar month.
- **Excellent learning and development** to ensure everyone fulfills their potential.
- **Chartership and accreditation support**. Dstl will pay for membership of 2 relevant professional bodies or institutes.
- **Maternity, adoption or shared parental leave** of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity leave of 2 weeks full pay.
- **A competitive salary**.
- **Pension.** An average salary scheme with employee contributions from 4.5% and Employer contributions between 25% and 30% of salary. Pension contributions are paid via Salary Sacrifice so are collected before Tax is applied to your salary.
- **Generous annual leave**, 25 days when starting rising to 30 days after 5 years’ service. You also have the ability to buy and sell up to 5 days holiday per year.
- **On site gyms**, current subscription is £18 per month.
- **On site restaurants and coffee shops**.
- **Staff discounts** for high street and online shopping, restaurants and days out.

I have a Dstl funded Professional subscription. I think being part of a professional community is a really great benefit.

Karen / HR

The Dstl Club supports lots of different activities, I have been able to try out archery, crafts, cycling, cricket, photography, sailing and tennis, to name just some of the active groups on site.

Lisa / Business Services
The application process

Dstl recruits external candidates in accordance with the Civil Service Commission Recruitment Principles of Fair and Open Competition.

We follow the Civil Service Success Profiles recruitment framework.

Comprehensive Guidance for Candidates about the Success Profiles and recruitment into the Civil Service is available on the .gov.uk website.

I have valued the chance to do an NVQ here at Dstl. I've chosen Business Administration, which involves looking at different aspects of my role, like office practice. It also extends my knowledge of standard office software, and gives me the chance to do things I haven't done before, like giving presentations. I meet up regularly with the NVQ assessor, which is good mentoring. I'm grateful to Dstl for showing faith in me and developing me, even though I'm on a fixed term appointment and am not a permanent employee.

Kate / Business Support
Applying to Dstl

To apply for a role with Dstl you’ll need to complete the online application process, on Civil Service Jobs. This will vary depending on the role but the first step is to complete your personal information, the short application form.

You may be asked to take a Civil Service Sift Test, these are online ability tests designed to test your ability in a specific area, eg Verbal Reasoning, Customer Service Skills, Numerical Reasoning. Guidance, hints and tips and practice tests can be found on .gov.uk. You will need to successfully complete any tests before you go onto the next stage of the application so please do make sure you complete these as soon as you can.

The full application form will ask you for specific information about your suitability for the role you are applying for. There may be technical questions and you may be asked to provide statements against Civil Service Behaviours.

All our recruitment is name blind (anonymous) so instead of uploading a CV you may be asked to copy parts of your CV into a form or to complete a Personal Statement. There may be guidance about what to include in your Personal Statement, but if not please think about how your skills and experience meet the requirements for the role, or why you want to work with Dstl.

If at any stage of the application process you would like help or assistance please contact Dstl Recruitment and we will do what we can to support you.
**Short listing and assessment**

**Short listing**
Your application will be assessed by the hiring manager matching the evidence you have provided against the criteria stated on the advertised vacancy, those who score the highest mark will be invited to come to an interview. We aim to complete the sift (short list) within 3 working days of the closing date and will notify all candidates of the outcome of their application.

**Assessment**
All roles will use a structured interview lasting approximately 1 hour however the assessment process for each role will be explained in the advertisement on Civil Service Jobs but might also include:
- Work based exercise
- Personality questionnaires
- Technical presentation
The offer of employment

We aim to provide feedback on Civil Service Jobs within 5 days of the interview/assessment. If you have taken any psychometric assessments feedback can be arranged. Certain candidate reports will be available and provided to you. Should you be successful, the hiring manager or a Talent Acquisition Adviser will contact you to discuss terms and conditions. Once agreed you will receive an offer of employment via Civil Service Jobs.
Pre-employment checks and start date

Pre employment checks
Due to the nature of our work, all employees need a level of security clearance, the level will be detailed in the advertisement and on the job description. If you don’t already hold security clearance you will be sent a link to UK National Security Vetting (UKNSV) where you will need to complete an online form. UK NSV will conduct checks and issue a security clearance.

We will also need to conduct Health checks and we ask for an employer’s reference, these are all requested and submitted online. If you have any questions about these checks, please contact dstlrecruitment@dstl.gov.uk.

Start Date
Once our pre-employment checks are complete we will contact you to arrange a start date. This can take some time so the hiring manager will keep in touch while the checks are on-going.

Pre-employment checks and start date
FAQs

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

Yes. The Civil Service is encouraging applications from people from all walks of life.

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

Whilst this isn’t something we normally do, there may be times we can support expenses. However we also use video, telephone and remote interviewing techniques so you may not have to travel to take part in our recruitment process.

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

If you need any reasonable adjustments during the recruitment process we will be happy to discuss these with you and do what we can to ensure you are able to fully participate in the process.

Is security clearance required?

The level of security clearance needed is dependant on the role and position you are applying for. This will be detailed in the job description and the listing on Civil Service Jobs.

What nationality do I need to be in order to apply?

Our work in defence, security and intelligence requires our employees to be British Citizens who are able to gain a high level of security clearance to understand the work you will undertake to protect us from any security threats. For this reason, we regret that only UK Nationals will be able to apply for this role. If you are an international or dual-national candidate, and you think you have the skills we need, please consider applying to any of our government, security or defence partners across the enterprise. We work closely with the Defence and Security Industry on many projects, so it would be great to work with you via one of our partners.

Contact us

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For further information and registration details, contact dstlrecruitment@dstl.gov.uk