



Strategic Command  
Defence Digital



## Ministry of Defence Defence Digital Commercial

**Candidate Pack**  
Recruitment - C1 & C2 grades

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# Welcome Message

from Lee Rimmer

Defence Digital Commercial Director

Thank you for your interest in working in Defence Digital Commercial.

Defence Digital Commercial is a department of the Ministry of Defence (MOD) staffed, at a senior level, by employees from the Government Commercial Organisation (GCO). It is one of the largest and most complex commercial functions within Government evolving into a Category Management structure covering Networks, Hardware and Services, Software, Military Technology and Professional Services, managing contracts that are so huge it is not unreasonable to consider that they may be impossible to manage effectively. We have a very attractive and exciting portfolio of opportunities to offer technology suppliers, making this a very exciting employment opportunity.

The most powerful thing any commercial department can have is the ability to have a strong client relationship combined with a collaborative alignment with commercial colleagues. It is therefore my goal to ensure that the correct people are employed in this department adding value and help shape our strategic approach to the buying of technology and technology services for the MOD.

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# Welcome Message

from Gareth Rhys Williams  
Government Chief Commercial Officer

Thank you for your interest in joining HM Government's Commercial Function.

Building a strong Commercial Function in Government, and with it the right commercial capability, is at the heart of a far-reaching programme of Civil Service reform.

The Government Commercial Function is more than just the response to the challenges that Government has faced in recent times; it is an essential element of the Government's efforts to address the value for money agenda, while delivering higher quality public services.

Our vision is to make the Government's Commercial Function the best in the UK: staffed with top commercial specialists, creating and managing innovative, efficient and effective commercial arrangements. This is an exciting and diverse environment – we spend around £49bn per year on procurements that range from £100k to multi-billion-pound contracts, with annual spend on individual contracts often exceeding £500m. Our supply base includes SMEs and the largest multinationals, and our business models have the Government acting as shareholder or sponsor, as well as being an 'intelligent client'.

I hope you will be inspired to join us and help lead the ongoing commercial reform agenda of the Civil Service. You won't find a more exciting or diverse challenge elsewhere.

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# Background to the Government Commercial Function

The Civil Service is one of the biggest and most complex employers in the UK, employing over 400,000 Civil Servants, serving both Ministers and the public to deliver the priorities of the Government of the day. These include major projects with a lifecycle cost of around £500bn, as well as programmes and services that affect everyone in the United Kingdom. The annual spend is c. £49bn per annum with a range of suppliers including SMEs.

Following issues with some major contracts and key suppliers, the Civil Service has committed itself to dramatically improving its commercial performance. This has included establishing a Commercial Function that will operate with, and in support of, departments. A senior Government Chief Commercial Officer was appointed from the private sector to head up the Commercial Function. This coincided with the first set of Commercial Standards published for Government in February 2016, updated in November 2016 which we now benchmark against.

Commercial resources overseen by the function number some 4,000 staff across Whitehall, and consist of:

- Several core interlocking central teams working together on Policy, Standards and Continuous Improvement, Complex Transactions, Markets and Suppliers (that will build pan-Government relationships with key suppliers) and Commercial Capability
- Colleagues in the Commercial Directorates within Departments and Agencies
- The Crown Commercial Service, a trading fund sourcing common goods and services for the Civil Service and the wider public sector, managing spend of circa £13bn

The Commercial Function is led by Gareth Rhys Williams, the Government Chief Commercial Officer (GCCO). He reports directly to the Chief Operating Officer of the Civil Service, Alex Chisolm.



# Why Join Defence Digital Commercial

## Who are Defence Digital Commercial?

The world is changing – Digital is at the heart of this and in Defence we are working to place the latest technologies in the hands of operational and business users.

Defence Digital Commercial (DDCmrcI) is the core team responsible for delivering outstanding value for Defence across its exploitation of digital and information technologies, through our oversight and management of all third-party IT spend for Defence.

We are responsible for a large portfolio of complex contracts worth £2bn a year, through more than 300 suppliers. We operate across five categories – Networks, Hardware and Services, Military Technology, Software and Hosting and Professional Services - engaging with suppliers of all sizes and specialisms, across the technology and defence landscape, aiming to reduce third-party costs and ensure tax-payer value.

Our wide-ranging Strategic Supplier Management programme is building a centre of commercial excellence, with a team of almost 200 people focussed on getting the most financially astute outcomes across all our contracts. We are developing a more strategic approach to supplier relationship management and implementing new ways of working that will embed good practice category management.

This is an exceptionally exciting time within DDCmrcI and we are seeking commercial experts in IT categories to share their experience and to influence to help run the business of Defence with greater accuracy, speed, productivity and efficiency.

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# Why Join Defence Digital Commercial

## About the Categories

Each member of the Senior Leadership team is lead for both a category and a strategic responsibility.

1*	Chris Hamley	Lee Fuller	Dina Kakaras	Nick Barras	Angela Johnson	Donna Elias (interim)
Head Categories	Networks	Hardware and Services	Software	Professional Services	Military Technology	Chief of Staff
Strategic Responsibilities	Supplier Management	Value Management	Category Management	Sourcing Lifecycle	Strategic Management	People

### Hardware and Services

Defence Digital Hardware and Services category team is at the technology edge of providing end user computer business and military services across over 200k users in globally deployed (think tents and ships) and fixed (think buildings) environments.

You'll work with some of the biggest, brightest, and best people and suppliers, on some of the largest IT programmes in Government.

The scale and variety of our £500m p.a. portfolio is unlike any other organisation. You could be delivering a mobile device sub-category or helping standardise the service and integration management service offering across the enterprise. You'll be working across a range of security classifications in network constrained environments (no fibre here) to ensure data is delivered securely to make effective business and military decisions.

We're looking for articulate, proactive, and experienced people who thrive on complex challenges, who understand how their specialist knowledge will contribute to the strategic outcome, and who will bring value to our established team of professionals.

# Why Join Defence Digital Commercial

## Product Category Information:

### **Military Technology**

The Military Technology Category manages a portfolio of 45 contracts with a total contract value (TCV) of £6.756bn and a total annual spend of £633M split across three sub-categories which are Space, Gateways and Messaging and Battlefield and Tactical Communication and Information Systems (BATCIS).

The Military Technology Category procures a diverse range of Defence Equipment and Services such as Military Satellites, Battlefield and Tactical Communication and Information Systems, High Grade Messaging, High Threat Gateways, Medium Threat Gateways, Secure Communications and Nuclear Response Warning Systems.

### **Networks**

The Networks Category manages 24 contracts with a total annual spend of £400M split across three sub-categories: Fixed Networks, Telecoms and Radios. There is high concentration of spend across two main suppliers - BT and Fujitsu. The team leads on the sourcing and contract management of spend across a wide range of telecommunications equipment and services across all security classifications:

- wide area network
- local area networks
- WiFi
- Gateways sensors and encryption
- fixed and mobile telephone
- audio and video conferencing solutions.

The team was shortlisted the CIPS Best Public Procurement project of the year in 2020. It was recognised by the Minister for Defence Procurement for its contribution to the rapid need for increased network availability and resilience across the fixed and mobile networks across MOD and its c200,000 end users during the Covid pandemic.

The rapidly growing team is now going to market to source multiple large (Cat A - £400m+) contracts including next generation communications networks and future IUS to replace legacy contract and technology with modern and flexible contracts with the latest technology.

### **Professional Services**

Professional Services is the business that keeps the business going, sourcing skills and people to make sure high-profile projects can deliver Defence Digital strategic outcomes.

As a category pillar in its own right, Professional Services supports the Software, Hardware and Services, Networks and Military Technology categories giving exposure to a wide range of procurement activity.

With lower contract values (<10M), commercial officers manage all aspects of commercial responsibility against each requirement.

The team is constructing its own framework for IT and Professional Services which will go-live in early 2022. The vast majority of Professional Services requirements will be sourced through this new framework to give better data and pricing and improving knowledge and relationships in the market-place.



# Why Join Defence Digital Commercial

## Product Category Information continued:

### Software and Hosting

Software & Hosting category is a fantastic mixture of enterprise software acquisitions with Tier 1 suppliers and bundles of Defence capability procured to support Defence Digital project delivery across:

- Application development and support
- Hosting and Cloud services
- Intelligence systems
- Cyber and crypto

The team manages 167 contracts with a total value of around £850m. The annual spend of £360m covers contracts spanning across multiple categories and specific capabilities with two thirds identified as pan MOD software services.

The Software category serves multiple niche capability areas and is influencing the Ministry of Defence to procure traditional software services and Defence capability to optimise contracts and leverage our collective scale and build healthy working relationships with our industry partners and suppliers.



# MOD Diversity and Inclusion Agenda

Our people are our greatest asset, and if we are to maximise the talent of all our people, we must continue to create a culture that is centred on Respect, Integrity and Courage.

We must all work together to create and sustain an environment where people feel able to be authentic in the workplace; where everyone's needs are considered; and where everyone feels respected and able to achieve their full potential.

A diverse and inclusive workforce is stronger, healthier more cohesive and resilient organisation, where all our people have a positive lived experience.

Defence Commercial have taken a positive stand to support the diversity agenda prioritising 9 streams of activity, all employees are encouraged to be involved in one of these streams.

Religion	Maternity/Paternity	Age
Social Mobility	LGBT+	Gender
BAME	Disability	Marriage and Civil Partnership

# Salary and Benefits

## Salaries

C1: 20.6 x Associate Commercial Lead £40,000 - £42,928  
(excluding market skills allowance of £1,500)

C1: 1 x Commercial Assurance Lead £40,000 - £42,928  
(excluding market skills allowance of £1,500)

C2: 10 x Commercial Practitioner £33,000 - £34,963  
(excluding market skills allowance of £1,500)

C2: 1 x Commercial Data Analyst £33,000 - £36,463

A Commercial Market Skills Allowance (MSA) of £1,500 per annum will be payable to staff on completion of CIPS Level 4 and the Commercial Licence Assessment (you will be supported in completing the Level 4 CIPS qualification).

The MSA does not apply to the Commercial Data Analyst role.

Pay principles on Civil Service transfers apply for current civil servants to or being promoted within MOD at the equivalent grade.

Applicants can indicate a preference to work in a specific product category, but there is no guarantee that this can be accommodated.

## Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a successful career with the Commercial Function and wider Civil Service. It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead. You'll benefit from regular performance and development reviews to ensure this development is ongoing. The Commercial Function will provide you with access to a functional learning Journey, and access to a full suite of courses to support your continuous professional development. As a Civil Service employee, you'll be entitled to a large range of benefits.

This includes:

- 25 days annual leave on entry, increasing annual up to a maximum 30 days after 5 years' service. This leave is in addition to 9 public holidays
- A supportive and friendly Commercial Function
- A culture encouraging inclusion and diversity
- A competitive package including a generous 20+ % civil service pension
- Flexible working patterns including access to the flexible working scheme, and potential part-time job share options allowing you to vary your working day as long as you work your total hours
- All MOD staff can apply for a formal change to their working hours and pattern. However, acceptance of alternative working arrangement must consider the needs of the business
- Generous paid Maternity and Paternity leave above the rate of the statutory minimum
- Occupation sick pay
- Access to the Tax - Free Childcare Scheme
- Interest free loans to assist with spreading the cost of travel
- On-site parking, sports facilities, staff restaurant and coffee shops
- Access to a comprehensive and fully funded range of Courses to support continued professional and personal development. Including the opportunity to undertake CIPS at the required level. All CIPS courses, training materials and exams are MOD funded, training and study time is also provided, although an element of self-study within your own time will be required.

# Application & Sift Process

## Selection process details

We will assess your skills based on the Assessment Criteria detailed below:

### 1) Behaviours

- Leadership

### 2) Technical Skills

- Business Acumen & Commercial Judgment
- Understanding Needs and Sourcing Options
- Contract and Supplier Management

## Application

To apply for this post, you will need to follow the link below. This should be completed no later than August 25th, 2021.

Enter your CV details setting out your career history, including key responsibilities and achievements.

Complete a statement of suitability (of no more than 1250 words). The Suitability Statement is your opportunity to provide examples of where you have demonstrated the Behaviours and Technical Skills in previous roles and for you to explain why your skills and experience would be suitable for this role. You should include;

- Outline how you meet the leadership requirements for this role (please see the person specification page for further information)

- Outline how you meet the technical requirements for this role (please see the person specification page for further information)

Failure to submit both documents (CV and statement of suitability) will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Should you encounter any issues with your online application, please contact us at the following email address: [Mod@michaelpage.com](mailto:Mod@michaelpage.com)

## Sift process

The selection process will take place in two parts. The first is the assessment of your CV and Suitability Statement to make sure you demonstrate the relevant Assessment Criteria (Behaviours and Technical Skills detailed above) for this role.

- A panel will assess your application and select those demonstrating the best fit with the role. They will consider the evidence you have provided against the criteria set out in your application.

- The interviews will take place during September 2021 and candidates will be advised of the outcome shortly afterwards.

# Interview & Offer Process

## Interviews

If your CV and Suitability Statement meet the required assessment criteria, then you will be invited to interview.

During the interview you will be asked to evidence in more detail your experience in the Technical Skills and Behaviours defined above.

Interviews are scheduled between September the 13th to October the 8th 2021. Feedback will only be provided if you attend an interview.

Please be advised that the interview process may change due to the current situation with COVID-19. If successful at sift stage, you will be given up to date information regarding the interview process.



The MOD supports the Disability Confident Scheme (for further information on the Disability confident scheme please visit <https://www.gov.uk/government/collections/disability-confident-campaign>). If you have a disability defined by the equality Act 2010, you're eligible to be considered for the Disability Confident Scheme. In order to qualify, you must have a physical or mental impairment which has a substantial and long-term negative effect on your ability to carry out normal day to day activities (Further information regarding disabilities covered under the equality act please visit [www.gov.uk/definition-of-disability-underequality-act-2010](http://www.gov.uk/definition-of-disability-underequality-act-2010)).

We are committed to making reasonable adjustments for Disability Confident Scheme applicants and will try to remove any barriers so you are not at a disadvantage during the selection/recruitment process/ interview. We are also committed to interviewing all applicants with a disability who meet the minimum criteria for the role applied for. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss the Disability Confident scheme in more detail please contact us by email: [Mod@michaelpage.com](mailto:Mod@michaelpage.com) in the first instance.

## Offers

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

We are recruiting to ensure we have a sufficient supply of high calibre people, with the right skills to help us deliver our business, both now and in the future. We will be making a significant number of appointments immediately following the selection process.

We will be retaining a reserve list of successful applicants to draw from as vacancies arise for up to 12 months.

If over the next 12 months we can offer you a position, we will contact you as soon as possible. Appointments will be made in adherence with the Civil Service Recruitment Principles and in strict merit order with the highest scoring candidates being appointed first.

We wish you every success in this process and are excited for the journey ahead.

# FAQ's

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

Yes. These roles are open to all suitably qualified people.

## 2. Is this role permanent?

This role is being offered on a permanent basis. 37 hours per week

## 3. Is this role suitable for part-time working?

This role is available for appointment full-time, potential part time and job share

## 4. Will the role involve travel?

Some travel may be required for this role.

## 5. Where will the role be based?

Office locations are primarily in Corsham and Bristol. There will be opportunities to enable staff to work from different locations, including some working from home, ensuring that hybrid working is a core part of the way we operate. Unfortunately, relocation costs will not be reimbursed.

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

No. Unfortunately we will not be able to reimburse you.

## 7. Is security clearance required?

The MOD conduct pre-employment checks on top of standard SC to determine suitability to work for an organisation combatting serious and organised crime. All MOD staff must hold SC upon entry as a minimum. Failure to achieve SC will result in the job offer being withdrawn. Some roles require staff to obtain DV clearance. More information about the vetting process can be found at the following link <https://www.gov.uk/guidance/securityvetting-and-clearance>.

## 8. Are there any residency requirements in order to apply for this role?

To meet National Security Vetting requirements, you will need to have resided in the UK for at a minimum 3 out of the past 5 years for SC clearance and a minimum of 7 out of 10 years for DV clearance. You will still be considered if you were posted abroad as part of your service with the HMG or armed forces or a UK government role during this period. Please make sure you meet these requirements before applying for this role.

## 9. What is the role of the Civil Service Commission (CSC) in relation to recruitment into the Civil Service?

The Civil Service Commission provides assurance that selection for appointment to the Civil Service is on merit based on 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 to hear and determine appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, impartiality and Objectivity – and forms part of the relationship between civil servants and their employer.

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

The recruitment process is subject to the Civil Service Commission's recruitment principles.