



Ministry
of Justice

Commercial and Contract Management Directorate (CCMD)

Candidate Information Pack

Protecting and advancing the principles of justice

Welcome

Thank you for taking an interest in a vacancy within MoJ's Commercial and Contract Management Directorate.

The Ministry of Justice (MoJ) has one of the largest and most complex spend profiles in central government. The Commercial and Contract Management Directorate (CCMD) is responsible for coordinating procurement and contract management across the MoJ, its agencies and non-departmental public bodies.

The MoJ spends £3.5bn a year and manages over 1000 active contracts, all of which are sourced and managed by CCMD. We are running some of the most groundbreaking programmes such as Prison Reform and Her Majesty's Courts and Tribunal Service Reform. The scope of our contracts ranges from building, maintenance and the operation of Prisons, Courts and Young Offender establishments through to food for prison dogs. The directorate also buys and manages contracts for feeding up to 80,000 prisoners, the secure escorting of prisoners from numerous establishments based around the country and translation services.

Our staff have a wide range of experience from the public and private sectors in sourcing, contract management and supplier management roles and we are keen to add to our breadth of expertise and professionalism by recruiting from a diverse range of backgrounds and at all levels.

MoJ is a CIPS accredited organisation and careers here are varied and rewarding with the ability to see how your job makes a real difference to front line delivery.

Where are we?

CCMD has approximately 340 staff based across 5 locations:



102 Petty France, London



10 South Colonnade,
Canary Wharf, London



5 Wellington Place, Leeds



Civil Justice Centre, Manchester



National Distribution Centre, Branston, Burton-upon-Trent

What do we do?

CCMD is organised into category teams, each with an interesting portfolio of contracts and diverse customers and suppliers to manage. We also have systems, programme management office, supplier relationship and risk management teams who work across all areas.

All our staff are equipped with technology to support remote working from home or one of our commuter hub locations up to 2 days per week. Some of our roles involve travel to visit internal customers and suppliers.

When you join us you will be recruited to a specific team initially but there are opportunities to move to different roles to gain a range of experience to support your development. See below for the various Portfolios included in CCMD.

Non-Commercial Portfolios:

These cover the functions which support the daily running of the Directorate, e.g. Workforce planning, Policy, Systems and Finance.

Commercial Portfolios:

These portfolios cover all areas of Commercial Contracts for the MoJ – such as Estates management, Custodial Services, HMCTS reform, Food & Catering, Electronic Monitoring and many more.

What's in it for me?

Benefits

Competitive salary

25 days annual leave (rising to 30 after 5 years) plus 8 public holidays and 1 extra privilege day

Pension scheme

Childcare vouchers, cycle to work scheme, travel loans and season ticket discounts

Access to an employee discounts scheme which enables staff to save money on a wide range of things including food, travel, entertainment

Reward and recognition scheme which provides vouchers and small cash bonuses

Flexible working policies to support staff to maintain a work life balance

Up to 5 days per year to undertake volunteering activity in line with policy

Training and Support

We are keen to ensure that everyone who comes to work for us receives all the support they need to settle in and then develop their career as they wish.

In your first couple of weeks you will follow a structured induction programme and will be assigned a buddy to help you to find your way round and get to know the team. If you are new to the civil service, you will also have a 6-month probation period where your line manager will work with you on a tailored plan.

We provide ongoing training and development for all our staff and everyone is encouraged to take up a minimum of 5 days' development activity each year. We have an annual training plan and are able to support people to gain qualifications such as CIPS or IACCM.

What to expect

The vacancy advertisement provides some information on the application process. Recruitment for CCMD is carried out using the Civil Service Success Profiles Framework.

If you are successful and are offered a position with us, you will need to go through security vetting checks. These can take up to 6 weeks but your line manager will keep in touch with you during this time. Once your checks have been completed, they will agree a start date with you.

Applicants who are not already civil servants will normally be expected to be appointed on the minimum salary unless they have significant experience to support an exceptional case for a higher salary.

Existing civil servants joining on level transfer will retain their existing salary. If this exceeds the MoJ pay scale maximum, this will be on a mark time basis. If joining on promotion, existing civil servants will be appointed on the higher of the minimum salary or their existing salary plus 10% up to the MoJ pay scale maximum.

If you apply and meet the required standard but there are not enough vacancies to be able to offer you a position straightaway, we will place you on a reserve list for up to 12 months. You may be offered a position at a later date if any further vacancies become available.

All applicants who attend an interview, whether successful or not, will be offered feedback on request.