

START YOUR CAREER IN COMMERCIAL



Ministry
of Justice



LET'S GO



Welcome to the Ministry of Justice's commercial team.

You've chosen an exciting time to be joining one of the leading commercial functions in government.

Millions of victims, families and businesses across the country rely on us to deliver justice for them. Our work **protects the public** from serious offenders, reduces reoffending, and provides people with swift access to justice, when they need it most.

This year the MoJ will spend £5.9bn and our commercial expertise and advice makes a **real difference** to delivering the justice services.

Our commercial team is growing and developing. We encourage everyone to pursue opportunities suited to their needs, so they can be the **best version** of themselves at work.

From investing in our supplier relationships, to how we manage risk and our control frameworks, it's **all about our people**. Right now, our business is increasing in both scale and complexity. You have the opportunity to be a part of this!



Barry Hooper, Chief Commercial Officer, MoJ





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Why this department?

Ministry of Justice

We deliver some of the most innovative commercial work in the country. This includes modernisation of the Court and Tribunals Service and £180 million invested in the ground-breaking electronic monitoring programme. There's also the ambitious new prison build programme, including Britain's first 'smart' prison HMP Five Wells that opened in 2022, and the new HMP Fosse Way opening in 2023.

Our market intelligence and supply chain development help us create sourcing strategies that meet business needs. We're constantly improving supplier relationships and with continued investment and training, we'll strengthen contract management capability throughout the Ministry of Justice.



About us



HMP Five Wells

TAGS

PROTECT

VICTIMS



Come make a difference

We are a positive, supportive and ambitious team with real opportunity to make a difference.

We are an essential element to the Government's efforts to address the value for money agenda, while delivering higher quality public services.

Join our team of top commercial specialists. They're creating and managing innovative, efficient and effective commercial arrangements. This is an exciting and diverse environment, with each year seeing us manage contracts worth more than £25 billion. Our supply base includes small and medium-sized enterprises and some of the UK's largest multinationals.

We pride ourselves on working together. Our teams make an impact from wherever they're based in the UK.

200k+

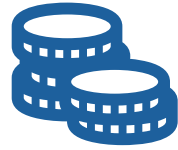
Offenders supported by probation services in the last year



About us



Our big NUMBERS



£4.2bn
Annual spend with
suppliers

32.4K
Suppliers

400+
Colleagues



5
Key Hubs



135,000sq/ft
Warehouse Space at Branston
National Distribution Centre

10 Portfolios



1563 Contracts
worth....

£25.6bn

158 / £22.7bn
Gold Contracts

316 / £1.7bn
Silver Contracts



Our values

We work together with a clear sense of purpose and our strong values in mind.

Humanity

We listen and collaborate, going beyond our best efforts to achieve even greater success for our common purpose.

Purpose

A connection between the work we do and the impact we have. We are proud to make a difference to the public we serve.

Openness

Innovating, sharing and learning to be the best we can.

Together

We treat others as we would like to be treated, valuing everyone by supporting and encouraging them to be the best they can be.



Our offices are located across England and Wales, where our teams work and collaborate

These offices support our commitment to hybrid working and a more nationally dispersed workforce.

Our main buildings represent our largest offices:



Leeds



Manchester



Branston



Canary Wharf



Petty France

We also have seven Justice Collaboration Centres and seven more Justice Satellite Offices providing regional bases.



**Our
locations**



Click on the
map to see our
locations



Our
locations



Jamie Bell

Assistant Commercial Manager, Prison Education (Band C – HEO)

I joined the MoJ in April 2020 as an Administrative Assistant with CCMD. During the interview process my future colleagues made it very clear there is a big focus on developing and nurturing our own.



Despite joining during the first COVID-19 lockdown, I was immediately made to feel welcome by my team and colleagues we work closely with.

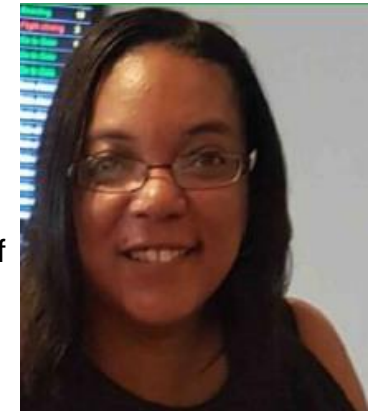
There is an abundance of learning opportunities in the form of Power Hours, e-learning and accreditations. As this was my first role in a commercial setting, I found these opportunities incredibly useful to develop my understanding of the part myself and my team played in the procurement process and in achieving the MoJ's vision.

With my improved commercial knowledge, newfound confidence and significant support from colleagues, I was successful in my application for an Assistant Commercial Manager Role. Since my promotion I have started working on my CIPS level 4 qualification, a credential that is recognised worldwide. I am aiming to complete this in 2023 to further progress my personal and professional development.

Carol Kelly-Smith

Finance and Business Support Lead (Band A – G7)

I joined CCMD 12 years ago, before this I was a Finance Manager for the Ministry of Justice's Information and Communication Technology Directorate. I originally joined the Civil Service in HM Prison and Probation Service (HMPPS) as a Finance Administration Officer in 2001.



When the MoJ was formed, I moved over to the Programme and Project Management team responsible for implementing a new Finance, Procurement and HR Oracle based system.

During my time with CCMD I have gained experience working in the areas of Workforce Planning, Policy & Governance as well as Finance, including an 18-month stint as the Head of the Chief Commercial Officer's Office. This gave me invaluable insight across the entire commercial portfolio's and also enabled me to form close working relationships with the CCMD Senior Leadership Team and colleagues in the Chief Operating Office, Permanent Secretary and Lord Chancellors Offices.

I have made some great friends during my time in the Civil Service. Good work and performance in CCMD is rewarded using the Reward and Recognition Scheme, which is another fantastic perk.

Nii Okai-Tagoe

Commercial Manager, Financial Services (Band B – SEO)

Before joining CCMD in September 2021, I was a Commercial Assurance Manager for the Cabinet Office. My career in commercial began back in 2016 when I completed an apprenticeship with Transport for London (TfL). Prior to my apprenticeship, I worked in the food retail industry.



My time so far at CCMD has been extremely worthwhile and rewarding. I have led on interesting contracts that protect the public and ensure access to justice for all – for example, the Merchant Acquiring Services contract with Barclaycard and the National Payments Line contract with BT/Eckoh. The technical complexities of the work, coupled with the real-life tangible impact, has vastly improved my understanding and knowledge.

CCMD also offer and promote a healthy work-life balance. As a trained mental health first aider with a level 3 accreditation in counselling and psychotherapy, I was keen to take on a role as one of CCMD's wellbeing leads. I am an advocate for creating safe spaces that encourage conversations to support mental health, wellness and wellbeing.

Eleanor Hughes

Assistant Commercial Manager, Offender Welfare (Band C – HEO)

After graduating University in Law, I joined CCMD in March 2021 as a Personal Assistant to two Deputy Directors. I moved around within the Private Office Support team and provided PA support to 3 different Deputy Directors, which allowed me to gain a good understanding of the different commercial areas.

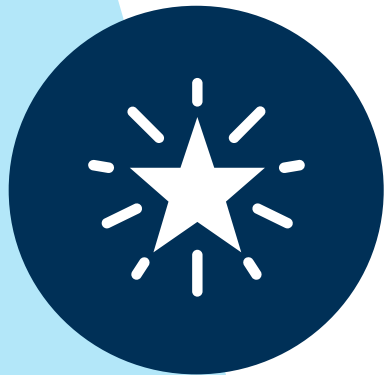


With this unique first-hand insight into the wide range of commercial activity going on, I decided that I wanted a new challenge and looked into the ways I could start my own career in commercial. My line manager at the time was extremely supportive and encouraged me to take on relevant development opportunities so I had the best chance to succeed.

I successfully applied for a temporary promotion into a commercial role – a huge change from a non-commercial role as a PA. Currently, I am working as an Assistant Commercial Manager in the Offender Welfare team (that sits within the HMPPS Critical Goods and Services portfolio), where I am involved in a range of exciting procurement and contract management projects. The skills and knowledge I developed as a PA have been instrumental in starting my career in a specialist profession.

As a Civil Service employee, you'll be entitled to a large range of benefits:

- ★ Access to a broad range of learning and development opportunities
- ★ A working environment that supports a range of flexible working options to enhance your work-life balance
- ★ A working culture which encourages inclusion and diversity
- ★ A Civil Service pension ([Read more here](#))
- ★ Annual and Special/Volunteering Leave
- ★ Public Holidays
- ★ Season Ticket Advance



What we
offer



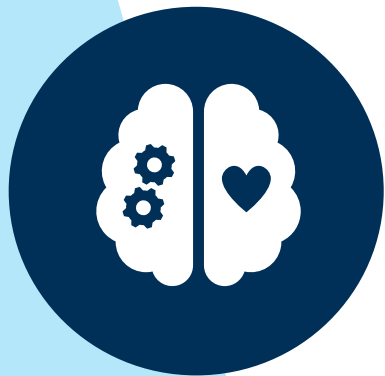
We see limitless potential in you

That's why we invest so much into our Learning and Development programme.

CCMD is full of opportunities - those you find and those you create. You will **challenge yourself** and **develop your capabilities** through roles that drive innovative thinking and collaboration.

You will have access to an extensive learning library through the Civil Service Learning platform. Additionally, the Government Commercial College provides commercial modules tailored to you.

These courses can be accessed at any time and are there to **support you** throughout your career journey with us.



**What we
offer**



We also support our team with expanding their leadership capabilities, knowledge and technical expertise through many programmes, including the apprenticeships scheme and professional qualifications.

**Lunch
and
learns**

**Mentoring
schemes**

**Professional
Qualifications**

**Access to Civil
Service Learning
platform and the
Government
Commercial
College**



**What we
offer**

Because when we say “*career in commercial*”, we mean it.



Take your career to new heights

And that's not all... we're part of a bigger picture. We sit within the Government Commercial Function, a cross-government network for civil servants in commercial roles that offers expert support and advice.

As you progress your career with us, you can become an accredited commercial specialist through the Government Commercial Organisation, the single employer of senior commercial professionals within the Government Commercial Function ([read more here](#)).

The sky's the limit when it comes to a commercial career in government. So, what are you waiting for?



**What we
offer**



How to apply

After you've completed your online application we'll carefully consider your experience against the criteria set out for the role.

Shortlisted candidates will be invited to an interview where you'll have the opportunity to demonstrate why you're the best person for the job.

Due to the volumes of applications we receive, we're only able to provide feedback to the people that attend an interview or assessment.

Whatever the outcome, we'll notify all candidates as soon as we can once all interviews have taken place.



**Apply
today**



We're looking for the best of the best

We're looking for people who are driven and committed, who believe in our values and will collaborate with colleagues to achieve the very best.

Are you ready to be challenged?

If you want to play your part in a major government department at the heart of the justice system, making a positive difference to the millions of people that use it, then **apply today!**



**Apply
today**



Your questions answered

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.

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) but you should discuss your needs with the hiring manager if you are invited to interview.

Where will the role be based?

Please refer to the advert for available locations. Unfortunately relocation costs will not be reimbursed.

Can I claim back expenses I incur during the recruitment process?

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

Is security clearance required?

Yes. All candidates offered a role in MoJ will undergo Baseline Personnel Security Standard checks before they take up their post. More information can be found [here](#).

Will the role involve travel?

Some travel may be required for this role.



Your questions answered

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

We're committed to making reasonable adjustments to support disabled job applicants so you're not disadvantaged in the recruitment process. If you feel you may need a reasonable adjustment this can be discussed during the recruitment process.

Do you offer a Guaranteed Interview Scheme for disabled persons?

An interview will be given to disabled applicants meeting the minimum selection criteria. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you need to complete the relevant section of the online application. It is not necessary to state the nature of your disability.

What should I do if I think that I have a conflict of interest?

You need to notify us of 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 CCMDRecruitment@justice.gov.uk before submitting your application.

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

The law requires that selection for appointment to the Civil Service is on based on merit and there is fair and open competition. If you feel your application has not been treated in accordance with the Civil Service Commission's Recruitment Principles, and you wish to make a complaint, you should contact [SSCL](#) in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).





Ministry
of Justice

CONTACT US

SSCL Recruitment Enquiries Team

Email: MoJ-recruitment-vetting-enquiries@gov.sscl.com

Telephone: 08452415359 (Option 1 – Applicant)

If you need this information to be provided in a more accessible version or a different language, please contact CCMDDiversityandInclusion@justice.gov.uk

