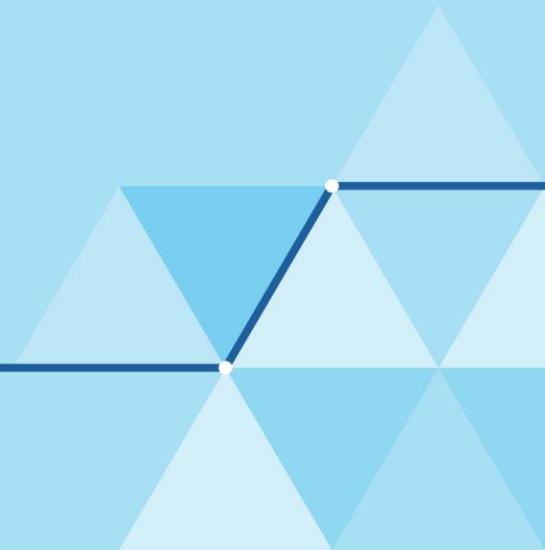




Ministry
of Justice

Commercial and Contract Management Directorate

Candidate Information Pack



“Our vision is to be the best Commercial team in Government, committed to supporting the delivery of a world-class justice system.”

The justice system is an essential public service, relied upon by millions of victims, families and businesses across our country to deliver justice outcomes that matter to them. Our job is to make sure that those needing access to justice receive it swiftly, when they need it most.

We continue our crucial work to reduce reoffending and restore the justice system, while being innovative in the reforms we make to our services. Our plans are ambitious and challenging, but also very exciting too.

This is a great time to join **Commercial and Contract Management Directorate**. The MoJ spends circa £5.36bn each year through its contracts and we provide expert commercial business partnering and advice to support the delivery of front-line justice services.

The MoJ is at the heart of Government transformation and we continue to support, develop and deliver cross government initiatives, such as the Sourcing and Construction Playbooks and improved sustainability within the government commercial landscape. We set the framework for the management of third-party risk through effective and clear policy controls, implement commercial standards and manage supplier relationships.

We are a proud member of the Government Commercial Function - an essential element of the Government's efforts to address the value for money agenda, while delivering higher quality public services.

As a team we are growing and developing. This is focused on the management of governance, category management, supplier relationship management, risk, control and assurance and of course the development of our people. Our business is increasing in both scale and complexity.

My vision is to make CCMD recognised within the Civil Service as the best commercial function across Whitehall. Best in terms of people, policy, process and systems. I know that collectively we can achieve great success, while having some fun along the way!



Barry Hooper
Chief Commercial Officer
and Head of Profession

Why this Department?

The Ministry of Justice

The Ministry of Justice is a major government department, at the heart of the justice system. We work to protect and advance the principles of justice. Our vision is to deliver a world-class justice system that works for everyone in society. We are progressing the government's programme to restore the justice system and drive constitutional reform, while supporting the UK's economic recovery.

Responsibilities

We are responsible for these parts of the justice system:

- Courts
- Prisons
- Probation services
- Attendance centres

The organisation works together and with other government departments and agencies to bring the principles of justice to life for everyone in society. From our civil courts, tribunals and family law hearings, to criminal justice, prison and probation services. We work to ensure that sentences are served and offenders are encouraged to turn their lives around and become law-abiding citizens. We believe the principles of justice are pivotal and we are steadfast in our shared commitment to uphold them.

Strategic Outcomes

1. Protect the public from serious offenders and improve the safety and security of our prisons.
2. Reduce reoffending.
3. Deliver swift access to justice.



Why this Directorate?

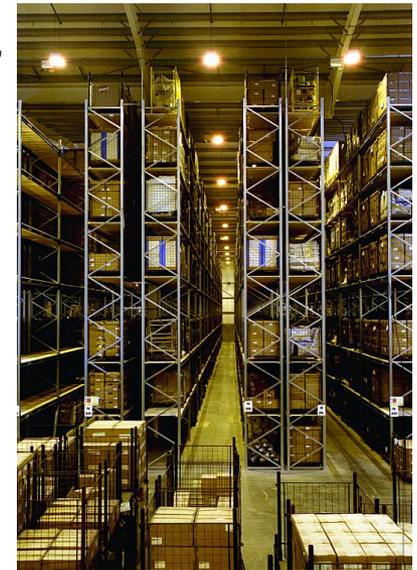
The Commercial and Contract Management Directorate

The Commercial and Contract Management Directorate (CCMD) is responsible for coordinating procurement and contract management across the Ministry of Justice (MoJ), its agencies and non-departmental bodies. The MoJ spend circa £5.36bn through its contracts each year, all of which are sourced and managed by CCMD.



We deliver some of the most ground breaking and innovative commercial work in the country, including the modernisation of the Court and Tribunals Service, the multi-lot Electronic Monitoring contract, and the ambitious new prison build programme, including the construction of the biggest prison in the UK, HMP Berwyn and shortly two more in HMP Glen Parva and HMP Wellingborough. Our professional competency is evidenced in our award of Silver Accreditation from the Chartered Institute of Procurement and Supply (CIPS) and we pride ourselves on having a regional presence with staff based across 4 office locations: Westminster, Canary Wharf, Leeds and Manchester.

In addition, our National Distribution Centre (NDC) based in Branston, Staffordshire, provides core fleet management, engineering and storage/delivery services to HM Prison and Probation Service. Although not part of the Commercial profession, the staff at Branston are very much part of the wider CCMD team and the services they provide cover the breadth of, and are integral to, the entire department.



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

We want individuals that are driven and committed; who believe in our values and will work to deliver them in a professional and inclusive environment. If you want to be challenged; if you want to play your part in a major government department at the heart of the justice system and make a positive difference to the millions of people that use it, then apply today.

Our Locations

The Commercial and Contract Management Directorate (CCMD) is based across 5 main locations.



102 Petty France, Westminster
LONDON, SW1H 9AJ



5 Wellington Place
LEEDS, LS1 4AP



National Distribution Centre
BURTON-UPON-TRENT, DE14 3EG



10 South Colonnade, Canary Wharf
LONDON, E14 4PU



1 Bridge Street
MANCHESTER, M60 9DJ

Case Study

Nicola Moore Band A – Senior Commercial Manager, Custodial Services

Nicola recently led the procurement of the Prisoner Escorts and Custody Service Generation 4 (PECS4) contracts worth £1.4bn and now manages the Serco PECS4 contract.



I joined CCMD 10 years ago, and before this I was a buyer at HiQ tyres, a subsidiary of Goodyear Dunlop. Moving from private to public sector was very different in many ways, however the skill set I gained in the private sector complemented and enhanced my journey through CCMD.

Within my time at CCMD, procurements I have worked on or led include: the previous generation of PECS contracts (PECS3), Secure Children's Homes, Advocacy Services, Education in Young Offender Institutes and HMCTS Delivery Partner. The two projects that stand out for me are Secure Escort Services for Children and Young People and PECS4. Both were challenging and were long procurements that allowed me to look strategically across the programme and constantly ahead to identify risks and apply mitigation. As I had worked on PECS3 I also ensured lessons learnt were transferred to PECS4. I have worked with myriad of stakeholders and built strong relationships to

ensure successful delivery. These working relationships have turned into great friendships that have allowed me to call on expertise when required. My roles have been challenging but rewarding - seeing the positive outcomes and impacts your decisions make during the procurement process, and throughout the life of the contract.

CCMD offer a rewarding career, providing and supporting continuous personal and professional development. During my time, I have completed highly recognised professional qualifications: CIPS (Chartered Institute of Procurement & Supply), IACCM (International Association for Contract & Commercial Management) and a myriad of internal training courses. Work/life balance is valued by Senior Management and there is an excellent flexible working policy that is constantly reviewed.

My long-term aspiration is to continue to manage the PECS4 contract for the next 10 years followed by leading the PECS5 procurement. Why do I want to stay within CCMD? Enjoyment of work and the people I work with. I believe there are huge merits to ensuring knowledge is transferred from procurement to contract management, and lessons learnt from contract management are captured in the next procurement.

Case Study

Carol Kelly-Smith Band A – Head of Finance and Business Support

Carol has worked in CCMD's Operations Centre for 10 years across a variety of roles and grades. She is actively involved in Corporate Engagement, most recently as CCMD's Diversity and Inclusion Champion for Race.

I joined CCMD 10 years ago, and 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), which was then part of the Home Office, as a Finance Administration Officer in 2001. When HMPPS along with a few other departments, merged to create the Ministry of Justice, I moved over to the Programme and Project Management team responsible for implementing the new Finance, Procurement and HR system.

Within my time in CCMD I have gained experience working in the areas of Workforce Planning, Policy & Governance and well as Finance and recently completed an 18 month role as the Head of the Chief Commercial Officer's Office. This gave me an invaluable insight across the entire commercial portfolio of all projects and programmes, and also enabled me to form close working relationships with the CCO, CCMD Senior Leadership Team and counterparts in the Permanent Secretary and Lord Chancellors Offices. During my time in CCMD I have also made some great friends along the way who I socialise with outside of work.

As part of the Civil Service's Workforce Plan and vision to become the most inclusive employer in the UK, I recently became the Directorates joint Diversity & Inclusion Champion alongside one of our Commercial Directors. I am also our RACE Champion working to pioneer inclusion for all staff and a Civil Service that reflects the society we serve. CCMD offers a variety of flexible working opportunities which assists with maintaining my work/life balance and my Line Managers have supported me through my professional development. Within CCMD, staff often get rewarded for good pieces of work using the Reward and Recognition Scheme.



Person Requirements

Security

Successful candidates must meet the security requirements stated in the advert. Further details on National Security Vetting can be found [here](#).

Nationality requirements

Open to UK, [Commonwealth](#) and [European Economic Area \(EEA\)](#) and certain non EEA nationals. Further information on whether you are able to apply is available [here](#).

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#). The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Success Profiles

Selection process details

This vacancy is using the [Success Profiles](#) method of recruitment, and the application and interview process will assess a range of Behaviours, Strengths, Experience and Technical skills.



Equality and Diversity

We believe our people should reflect and understand the diverse society we serve.

The Ministry of Justice is an equal opportunities employer. We welcome applications from all suitably qualified persons regardless of their

- age
- disability
- gender reassignment or gender identity
- race
- religion or belief
- sex
- sexual orientation
- marriage and civil partnership
- pregnancy and maternity, or
- any other irrelevant attribute.

We also operate a guaranteed interview scheme for disabled people who meet the minimum criteria for appointment (as defined by the Disability Discrimination Act 1995).

To find out more about what the MoJ is doing to pioneer equality and diversity, please visit:

<https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>



Salary & Benefits

Salary

Salary is dependent on the Band of the role and location. The salary range included in the advert covers all locations.

Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career within the Department 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.

Benefits Include:

- Access to learning and development
- 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 [Civil Service Pensions : Thinking of joining the Civil Service? \(civilservicepensionscheme.org.uk\)](http://civilservicepensionscheme.org.uk)
- Annual and Special/Volunteering Leave
- Public Holidays
- Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

<https://justicejobs.tal.net/vx/candidate/cms/About%20the%20MOJ>

Learning and Development

CCMD is committed to driving a culture of continuous learning. We encourages members of the team to pursue developmental and growth opportunities to suit their individual needs and help them be more effective in their role.

All employees receive health and safety, information security, wellbeing, and diversity and inclusion trainings as part of their induction.

You will have access to an extensive eLearning library available through the **Civil Service Learning platform**. Additionally, specific commercial modules are available on the **Government Commercial College**. These courses can be accessed at any time and support you throughout your career journey with us.

There are numerous opportunities to access a breadth of training organised through the directorate, the department and cross government. These include lunch and learns and sessions spanning personal effectiveness, leadership, legal and procurement regulations, commercial systems, etc.

We also support our team members in expanding their leadership capabilities, knowledge and technical expertise through various programmes including the apprenticeships scheme and professional qualifications (specifically CIPS and IACCM for our commercial staff).

The image displays two overlapping screenshots of digital learning platforms. The top screenshot shows the 'Civil Service Learning' interface on the GOV.UK website. It features a navigation bar with 'Home', 'Suggestions for you', 'Learning record', 'Profile', 'Skills', and 'Sign out'. A search bar is labeled 'Search CSL'. The main content area is titled 'Your learning' and lists 'Required learning from your organisation'. Two courses are highlighted: 'Counter fraud, bribery and corruption: managers' (Online course, 45 minutes, £Free) and 'Responsible for information (2018)' (Blended, 2 hours 46 minutes, £Free). The bottom screenshot shows the 'Government Commercial College' website. It has a blue header with navigation links like 'Home', 'My Dashboard', 'My Settings', 'My Learning Record', 'Find Learning', and 'GCF Assessment'. A banner image shows a group of people in a meeting, with the text 'Get started by searching for a course' and a search bar. Below the banner is a grid of navigation buttons: 'Welcome', 'My Dashboard', 'Course Catalogue', 'Latest News & Announcements', and 'Useful Resources'.

Application Process



To apply for this post, you will need to complete the online application process. You will receive an acknowledgment of your application through the online process.

A panel, including the hiring manager, will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the specified criteria.

All shortlisted candidates will be advised of the outcome as soon as possible thereafter. Feedback will only be provided if you attend an interview or assessment.

If you are shortlisted, you will then be asked to attend an interview in order to have a more in-depth discussion of your previous experience and professional competence.

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

Regardless of the outcome, we will notify all candidates as soon as possible after all interviews for the post have taken place.

Frequently Asked Questions (FAQ's)

1. 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.

2. 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.

3. Will the role involve travel?

Some travel may be required for this role.

4. Where will the role be based?

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

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

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

6. Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service. **This is a reserved post.**

7. 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. Some roles in MoJ require higher level checks - the level of checks that are required are stated in the advert. More information about the vetting process can be found here

<https://www.gov.uk/guidance/security-vetting-and-clearance>

Frequently Asked Questions (FAQ's)

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

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. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

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 us in the first instance.

9. Do you offer a Guaranteed Interview Scheme for Disabled Persons?

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.

10. 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 based on 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 SSCL (Moj-recruitment-vetting-enquiries@gov.sscl.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 <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

11. 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 CCMDRecruitment@justice.gov.uk before submitting your application.



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Contact Us

If you have any questions or queries please contact:

Name :	SSCL Recruitment Enquiries Team
Email :	MoJ-recruitment-vetting-enquiries@gov.sscl.com
Telephone :	08452415359 (Option 1 – Applicant)