

Ministry of Justice (MoJ)

Commercial and Contract Management Directorate

Applicant Information Pack

Welcome

Thank you for taking an interest in a vacancy within MoJ's Commercial and Contract Management Directorate. We are based in MoJ's headquarters locations of London, Leeds and Manchester. The Leeds HQ has grown significantly in the last few years and is home to a number of different teams including the Legal Aid Agency, Finance Group and our Project Delivery Function. There are currently around 80 commercial staff based at the Leeds HQ and this will continue to grow as the team expands.

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. To give you an idea of what it is like to work for the Ministry of Justice and what we can offer, we have provided some key information below.

Where are we?

We are based in central Leeds in a brand-new building at 5 Wellington Place. Our office is just a 5-minute walk from Leeds train station. Community activities and social events take place on a regular basis including a choir, walking club and monthly food market.

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.

What do we do?

MoJ currently has over 1000 active contracts and spends £3.5bn a year. We buy a wide range of goods and services for use in prisons and courts across the country, for example we are responsible for procuring food for over 80 million meals that are prepared for prisoners each year. We also source and manage interpretation and translation services that are used by our courts as well as travel and HR services for our own staff.

We are 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.

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 a summary of the journeys some of our staff have taken.

Melissa – Senior Commercial Manager

I have worked for MoJ for over 12 years now and worked my way up through the grades. As a Senior Commercial Manager, I have quickly discovered that there are many opportunities to work strategically to drive improvements in categories, working collaboratively with a

diverse customer and supplier base as well as other stakeholders including Crown Commercial Service and other government departments. I can also use smarter working to enable me to balance family life with a great career. With all the fantastic technology I can still be contactable and support my team whether working from home or the office and I value the fact that flexible and smarter working is actively encouraged.

Sarah – Commercial Manager

I joined MoJ 2 years ago as a sourcing specialist. I have recently moved in to a category team looking after offender welfare services. This includes the provision of psychological assessments for prisoners with upcoming parole hearings and drug and alcohol testing in prisons. As well as gaining varied commercial experience, I have been able to develop my leadership skills by joining a cross civil service development programme where I regularly meet up with colleagues from other government departments to participate in development activities.

Jo – Assistant Commercial Manager

I joined MoJ 6 months ago, having previously worked in a buyer role. Working on the Food category team, I've been given the opportunity to manage a high-profile contract, and increase my knowledge in government procurement processes. My colleagues are supportive and foster a team environment, whilst allowing me the autonomy to manage my own element of the category and maximise my continuous development.

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 next?

The vacancy advertisement provides some information on the application process. This consists of your application, a short telephone interview and a longer face to face interview. If you are successful and are offered a position with us, you will need to go through some background 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.