

Candidate Pack

Head of Commercial – Defence Equipment & Support

SCS Pay Band 1

Closing Date: 25th May 2023



**YOUR AMBITION
LEADS HERE**



WELCOME MESSAGE

Thank you for your interest in the Head of Commercial role at Defence Equipment & Support (DE&S)

We have 4 roles available across our Operating Centres.

These roles offer an unrivalled professional challenge in an organisation that plays a vital part in the security of the UK. These are demanding and professionally rewarding roles which means that we need individuals with considerable experience of performing in a complex commercial environment, across multi-functional teams, with customers and suppliers.

DE&S commercial staff, as well as being a critical function within DE&S, are also part of the wider Defence Commercial community. That community is itself becoming more integrated with exciting opportunities for innovation and working 'better together' to deliver what defence needs. This wide and diverse commercial community supports and positively encourages colleagues' career development by providing opportunity for additional learning and sharing as part of the wider Government Commercial Function.

As a leader you will be inspiring, supportive of the people around you and constructively challenging, enabling everyone to give their best every single day. Key to your success will be your ability to engage effectively with our partners in industry at all levels.

As part of the DE&S Senior Leadership Group, you will be instrumental in shaping and delivering the DE&S Strategy refresh, alongside wider DE&S colleagues.

As a core member of the Commercial Leadership team, you will report to an Operating Centre Director in one of our 4 delivery units (Domains) with Functional accountability through our new Commercial Directors. The Head of Commercial is responsible for: leading the commercial elements of major delivery projects, the coherence of commercial strategies, the maintenance of professional standards and the operational commercial assurance of projects.

Each role typically involves the leadership of up to 250 Commercial colleagues and management of up to 300 contracts, with an annual spend of circa £1.5bn.

Of course, as well as new contracts, every Operating Centre is managing the ongoing delivery of value from existing contracts, seeking opportunities for efficiency wherever possible, including through the implementation of category management approaches.

DE&S is a fantastic organisation to work for! These roles are exciting, stretching and important, and we will support you to further develop your career. I look forward to receiving your application.



***Helen Bates, Commercial
Function Director MOD***

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“

THIS IS AN EXCEPTIONAL OPPORTUNITY
FOR A DYNAMIC, COMMITTED AND
INCLUSIVE LEADER TO JOIN US AND
MAKE A LASTING IMPACT”

- DR JILL HATCHER, HR DIRECTOR

OUR ORGANISATION

Equipping and supporting the UK's Armed Forces

We're a highly specialised part of the Ministry of Defence. From the procurement of aircraft carriers, food, clothing, tanks to fighter jets, we ensure our UK Armed Forces – the Royal Navy, the British Army and the Royal Air Force – have the equipment and support they need to carry out their duties effectively, as they represent UK interests at home and overseas.



Headquarters, Abbey Wood, Bristol



We employ over **11,500** talented civil servants, military personnel and private contractors across more than **150** locations around the world



Every year we deliver a programme of work worth over **£10 billion**





We deliver over **80%** of the MOD's largest and most complex equipment projects





We spend over **£8 billion** every year on UK contracts which supports over **88,000 jobs**

Our four values are woven through everything we do. We use these values to define the high standards we aspire to, and the successes that we celebrate:

 **Excellence.** We constantly seek new and innovative ways to be better. We deliver on our promises.

 **Inclusivity.** Everyone matters. We feel and offer respect, value and acceptance. We seek out diversity of thought and perspective.

 **Collaboration.** Together we are stronger. We deliver more success through shared goals and mutual support.

 **Integrity.** We are trusted. We hold ourselves accountable for outcomes – good and bad.

OUR LEADERS

Our leaders are committed to:

- ▶ Creating a sense of **purpose** and focusing on **outcomes**
- ▶ Demonstrating passion to **change things for the better**
- ▶ Making **sound, evidence-based decisions**
- ▶ **Empowering** and **developing** individuals and teams
- ▶ **Creating an inclusive culture** where everyone feels comfortable to challenge
- ▶ **Collaborating, making connections** and encouraging **cross-system working**
- ▶ Continually developing self-awareness and **reflecting on leadership style**

 You can find out more about DE&S behaviours on pages 11–13 of the [DE&S Success Profile framework](#)



Diversity and inclusion is fundamental to our growth and success



“Together, we’re taking proactive, determined steps to improve diversity across our organisation. Throughout my career I’ve been passionate about inclusion and I’m proud to be a positive advocate for women.”

- **Jo Osburn**, Chief Operating Officer, Land, and DE&S Diversity Co-Champion

We’re championing diversity and inclusion at all levels – so we can all be at our best

In DE&S, we believe that through true diversity we can build an inclusive and innovative environment, where our employees and our organisation can thrive. We’re home to a wide range of employee networks, from the Women’s Inclusive Network and the Race and Culture network, to the Pride, Neuro Inclusivity, Parents and Social Mobility and the Disability networks. These networks are a great place for people to connect, and have their opinions heard. They run a wide range of activities, ensuring their members are part of key conversations and raising important issues across our community, to advance our inclusion journey and help everyone feel like they belong.

Each of our networks is championed by a member of our senior leadership team. Your role as a leader will be to ensure our people can be the very best they can be, everyday.



ABOUT THE ROLE

Head of Commercial

Location

DE&S Main Office, Abbey Wood, Bristol

Travel

Occasional travel to other MOD sites, as required.

Contract

Permanent, Full-time

Salary

£87,550 - £103,000 annually (SCS Pay band 1) Additional may be available for an exceptional external candidate.

Civil Servants applying on promotion into the SCS will receive the higher of up to a 10% increase on current salary or the SCS pay band minimum (currently £73,000 for SCS PB1).

All SCS applying on level transfer will remain on their current salary.

Bonus

You will be eligible to earn a non-pensionable, non-consolidated performance-related award. Currently, this is up to 30% for this role and is dependent upon personal and organisational performance, this may be subject to change. Support to gaining Membership of Chartered Institute of Procurement and Supply (CIPS) via MER, if not already held.

Vetting

These posts require Security Check (SC) clearance.

Hybrid Working

We offer flexible and remote working. This post will require the job holder to work flexibly from Abbey Wood, Bristol. You will be able to balance your time between Abbey Wood and working remotely from home, driven by the activities that you're working on.

Overall Job Purpose

To lead commercial delivery across the Operating Centre, particularly major projects, and the coherence of associated Commercial strategies. To drive and support development of Commercial staff to achieve professional functional standards in delivery of operations and lead Commercial Assurance of Operating Centre projects.

These are major roles with each Head of Commercial Delivery potentially holding a commercial delegation of up to £400m within approved projects and programmes and the authority to provide Commercial sub-delegation in the Operating Centres to commercial staff up to the limits set out in MOD Commercial Policy. ***We will consider loans from Other Government Departments (OGDs) or Government Commercial Office (GCO).**

ABOUT THE ROLE

Role Responsibilities

This is the ideal role for a professional Commercial person who is passionate about the purpose of DE&S and wishes to build upon the pride and heritage of the organisation to deliver a coherent Commercial strategy.

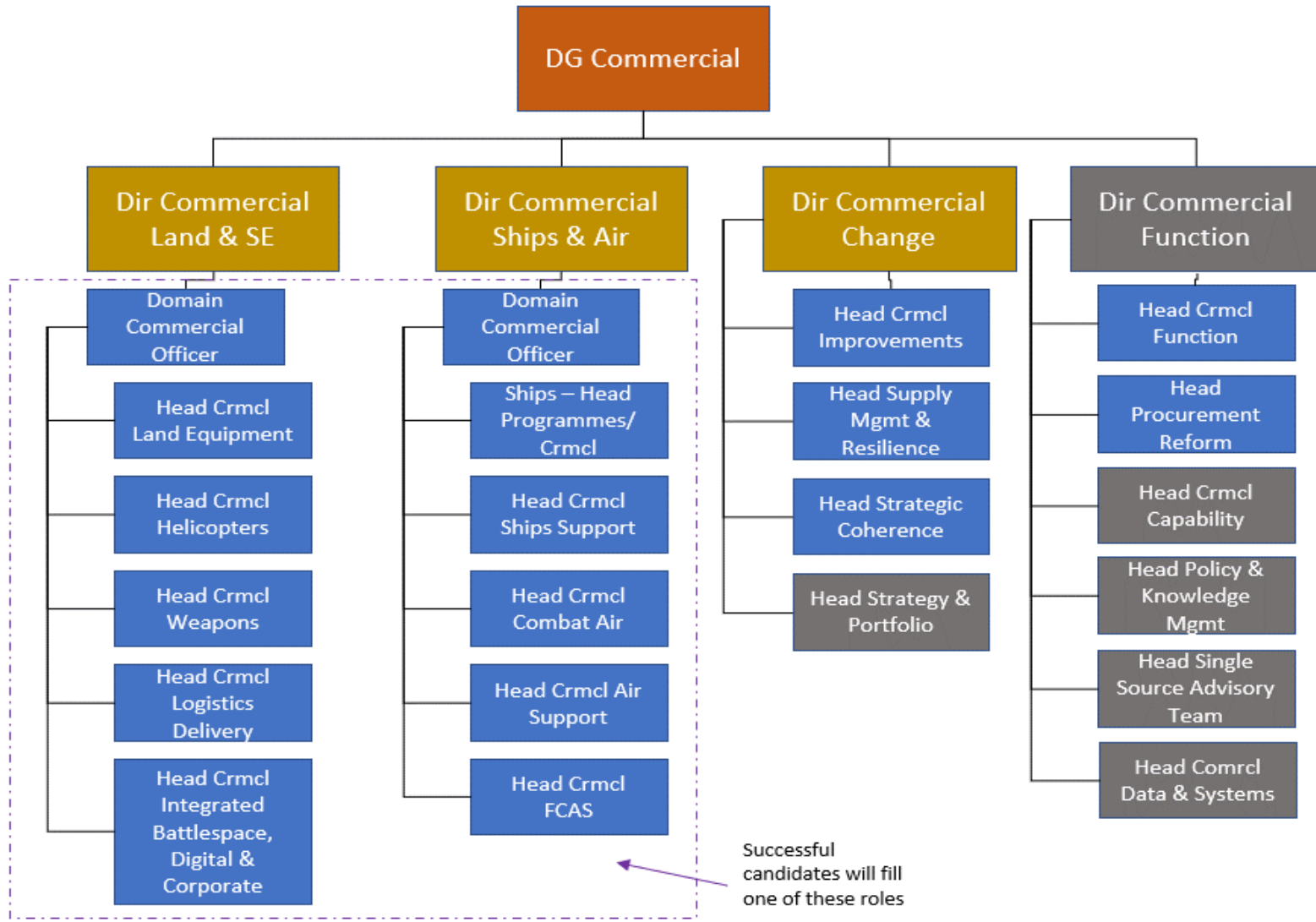
As Head of Commercial you will be responsible for;

- Delivering Commercial planning and best practice to all acquisition and support projects, ensuring transparent and effective communication with the Operating Centre (OC) Director as their Senior Commercial advisor.
- Significant responsibility for the leadership of commercial staff within the Operating Centre which has a clear organisational wide impact on the achievement of strategic objectives of the business of DE&S.
- Assure and ensure Commercial Delivery across the Operating Centre to achieve OC customer service agreements.
- Provide assurance of Commercial elements of Business Cases to ensure propriety, regularity and value for money.
- Act within the terms of the Commercial licence delegated by DE&S Domain Commercial Officer (DCO) and sub-delegate to Commercial staff in line with MOD policy.
- Lead commercial negotiations as necessary within and on behalf of the Operating Centre.
- Build commercial relationships with suppliers as necessary and consistent with pan-MOD and any Domain strategies.
- Provide professional leadership of all Commercial staff in the OC and ensure their professional standards meet Function requirements.
- Implement strategic and operational activities related to improvement programmes as required, including alignment to Defence Commercial and DE&S priority programmes, including Category Management.
- Work to the OC Director's (2*) strategy in the achievement of their business goals.



ABOUT THE ROLE

Organogram





ABOUT YOU – ESSENTIAL CRITERIA

Person Specification - What are we looking for?

As a successful Head of Commercial, it is essential that you have the following; please evidence them within your supporting statement.

Essential Criteria:

- Extensive procurement experience at a senior level, including demonstrable ability to develop and implement commercial strategy and convert that strategy into exceeding operational goals.
- Experienced in leading high-level, complex negotiations in support of major procurement programmes (up to hundreds of millions) showing personal responsibility for successful outcomes.
- Experience of successfully influencing, negotiating and utilising leadership skills to manage significant change in a large and complex organisation.
- Experience of empowering teams to deliver against functional priorities e.g. Category Management and Supplier Relationship Management, alongside operational delivery requirements.
- Experience of successfully managing a diverse range of stakeholders and advising at Board level.
- Evidence of a making a positive impact to Equality, Diversity and Inclusion in an organisation.

Desirable Criteria:

- Membership of the Chartered Institute of Purchasing and Supply (MCIPS) or equivalent.

How to Apply

DE&S has appointed Veredus as an executive search firm for this appointment and they will manage the campaign.

This is an external competition open to candidates with a background in either the public or private sector.

To apply for this post, you will need to submit the following documents, via the Veredus website – www.veredus.co.uk, quoting the reference number & job title: “12022” – Head of Commercial” by 23:59 on Thursday 25th May 2023.

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps.
- A **Supporting Statement** (around two pages) outlining how you consider your personal skills, qualities and experience match the requirements of the person specification.
- A completed **Diversity Monitoring Form** All monitoring data will be treated in the strictest confidence, it will not be provided to the selection panel and will not affect your application in any way. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'.
- A completed **Candidate Supporting Information Form**.
- A completed **Disability Confident Scheme Form** – if applicable.
- A completed **Conflict of Interest Form**.



APPLICATION PROCESS

Key Information

- The information you provide when submitting your application will help us monitor our progress towards the Civil Service becoming the most inclusive employer.
For more information, see the [Civil Service Diversity and Inclusion Strategy](#)
- Word versions of the forms can be found on the Veredus website under 12022 Supporting Documentation for ease of completion.
- At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: www.veredus.co.uk/privacy-and-cookies
- Further information - including pay guidance for existing civil servants - can be found [here](#).
- In the unlikely event that you feel that your application has not been treated in accordance with the Commission's Recruitment Principles and you wish to make a complaint you should, in the first instance, contact DESHR-WSC-PMOCOMPLAINTS@mod.gov.uk. If you are not satisfied with the response you receive from the department you can contact the Office of the Civil Service Commissioners at info@csc.gov.

THE APPLICATION PROCESS

After you've applied

Shortlist

All submissions will receive an on-screen acknowledgement on the Veredus website when you submit your application. If you have any issues when submitting your application, please contact us at centralgovernment@veredus.co.uk. The panel will consider the evidence you have provided against the essential criteria set out at page 10 of this candidate pack. The full timeline on the next page indicates the date by which decisions are expected to be made and all candidates will be advised of the outcome as soon as possible thereafter.

Assessment

If you are shortlisted following the first interview, you will be asked to attend the Government Commercial Office (GCO) Assessment & Development Centre (A&DC). Information on what to expect is available [here](#). **This is a pass or fail stage of the process.**

Interview

Shortlisted candidates will be asked to take part in two-stage interview process. The first will be a 30 minute panel interview over MS Teams. The second if you have passed the assessment centre will be face-to-face at Abbey Wood, Bristol for an in-depth discussion of your previous experience and professional competence in relation to the essential criteria set out in the Person Specification. Candidates will also be required to deliver a presentation at the second interview stage. Full details of the assessment process will be made available to shortlisted candidates.

Offer

We'll notify all candidates of their outcome, as soon as possible after the final interview. DE&S reserves the right to make any offer of appointment conditional upon references and satisfactory conclusion of security enquiries. In the event that you meet the requirements for the role but you are not offered the position, we will be pleased to retain your application for a 12-month period in case another suitable role arises.



THE APPLICATION PROCESS

Application timelines

How long does the process take?

Please find an indicative timeline below. We will try and offer as much flexibility as possible, however it may not always be possible to offer alternative dates for assessments or interviews. Please note these dates may be subject to change.

	<i>Indicative timelines</i>
Closing Date	23:59 Thursday 25 th May 2023
Interview with Veredus	26 th – 30 th May 2023
Shortlist meeting	31 st May 2023
MS Teams Video DE&S Interview 1	6-7 th June 2023
Assessment and Development Centre	20 th June 2023
Final stage Interview Face to Face	5 th & 7 th July 2023

Interviews will be either via MS Teams or face-to-face at Abbey Wood.

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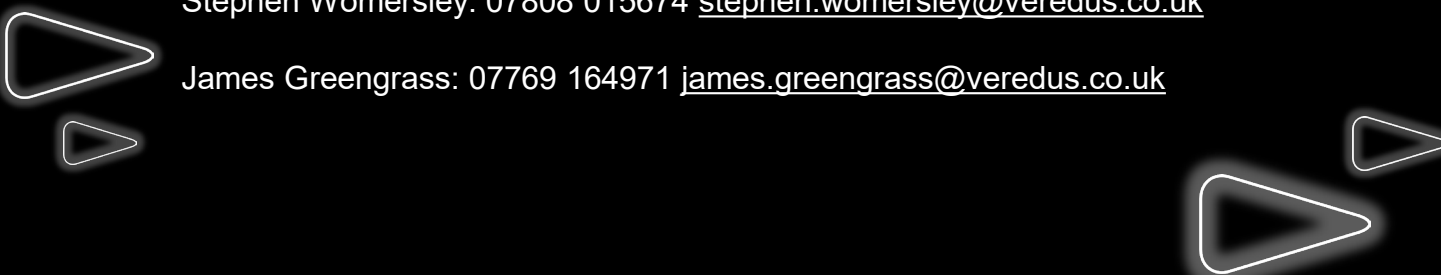
ANY

QUESTIONS?

Thank you for your interest in this role. If you'd like to discuss the role in more detail before submitting your application, please contact either:

Stephen Womersley: 07808 015674 stephen.womersley@veredus.co.uk

James Greengrass: 07769 164971 james.greengrass@veredus.co.uk

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