



Defence Commercial Graduate Programme



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BECOMING A COMMERCIAL GRADUATE

The Ministry of Defence 'Defence Commercial Graduate Programme' (DCGP) is a two-year Programme, focused on developing the next generation of Commercial Officers.

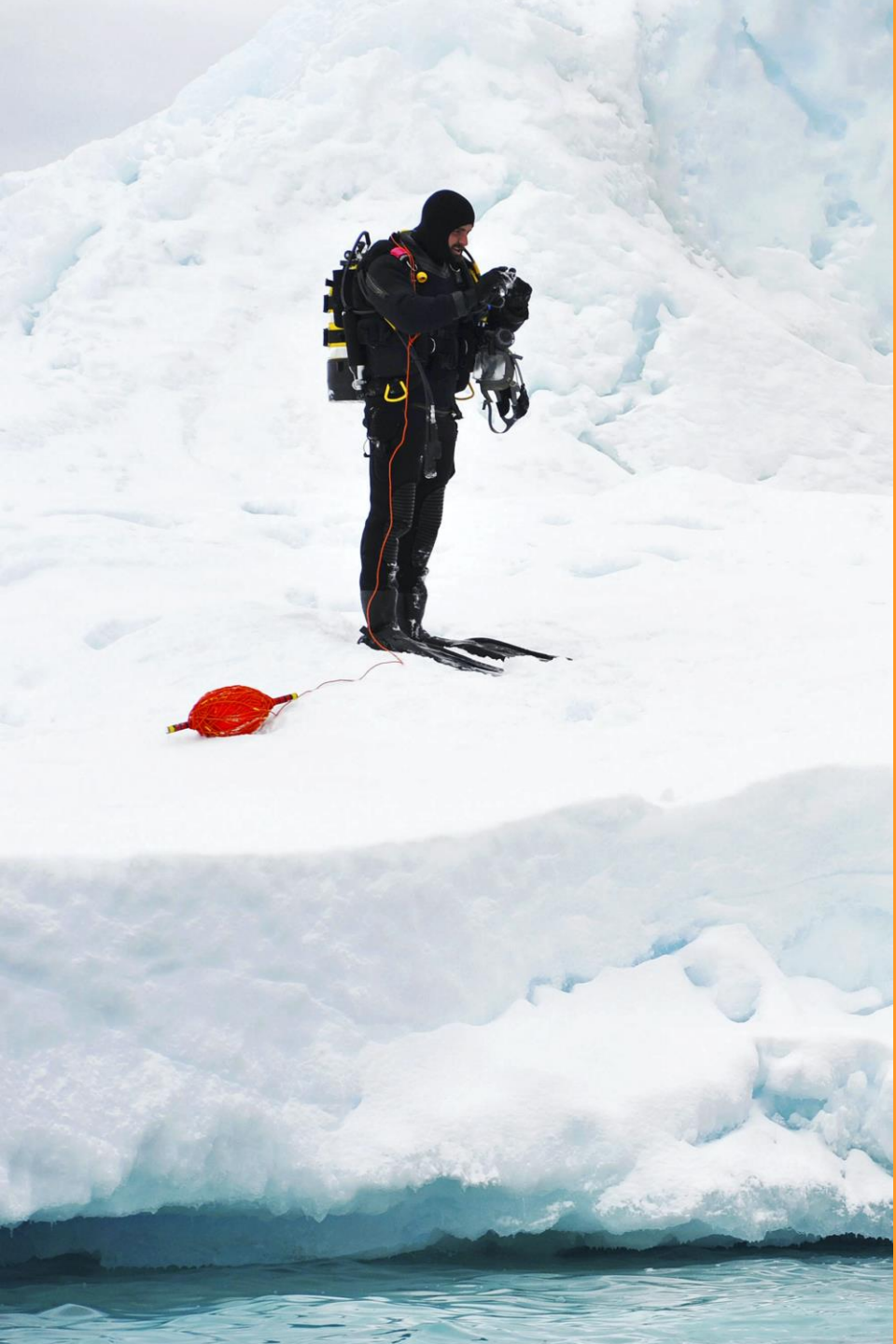
Our Programme will provide you with the experiences, education, mentorship and professional qualifications you need for a long-lasting career in Procurement.

All degrees and backgrounds are welcome; the only educational requirement is that you have achieved or are predicted to achieve a 2:2 in your undergraduate degree.

The DCGP aims to recruit individuals from a range of diverse backgrounds. A diverse group of graduates with varied skills and experiences, which enables the Ministry of Defence (MOD) perform at its best.

Whether you are about to graduate from university or graduated 20 years ago, the MOD Commercial Function wants you!





WHAT IS COMMERCIAL?

Commercial Officers are responsible for the sourcing, purchasing and management of goods, works and/or services on behalf of the MOD.

MOD is made up of smaller, enabling organisations called Delivery Organisations (DO) and Front-Line Commands (FLC) who can focus on developing specialised skills for a variety of procurements, from construction to submarines.

There are three sub-categories to Commercial work:

Pre-Sourcing

Pre-Sourcing activities focus on gaining an understanding of the market to aid the development of an appropriate sourcing strategy for the goods, works and/or services being procured. Examples include defining the requirement, conducting supply market analysis and early market engagement.

Sourcing

The sourcing strategy is executed in this phase to deliver the requirement. The work of a Commercial Officer during this stage of the Procurement Cycle includes advertising & selecting suppliers, supplier negotiation & dialogue and tender evaluation.

Contract Management

There are three fundamental pillars of Contract Management: effective Contract Administration, Relationship Management and Managing Performance and Service Delivery. Managing the Contract is vital in ensuring a contractor delivers the requirement as detailed in the Contract.

Where could you be stationed?

Defence Infrastructure Organisation (DIO)



Defence Infrastructure Organisation

? Managing Defence's estate

£ Ranging from Construction to Cleaning Services

📍 Lichfield, Glasgow & Bristol

Defence Equipment & Supply (DE&S)




de&s

? Managing the Armed Forces' equipment needs

£ Ranging from Vehicles to Ration Packs

📍 Bristol

Strategic Command




Strategic Command

? Managing joint capabilities of 3 Armed Forces

£ Ranging from Medical Services to Intelligence

📍 Northwood, Bristol

Head Office Commercial Services (HOCS)



Ministry of Defence

? Supporting Head Office requirements

£ Ranging from Apprenticeships to Snake Venom Antidote

📍 London & Glasgow

Navy Command



ROYAL NAVY

? Supporting Royal Navy requirements

£ Ranging from Tug Boats to Water Fuelled Jet Packs

📍 Portsmouth

Army Command



ARMY
BE THE BEST

? Supporting British Army requirements

£ Ranging from Equestrian Equipment to Driving Lessons

📍 Andover

Air Command



ROYAL AIR FORCE

? Supporting Royal Air Force requirements

£ Ranging from Space Satellites to Radios

📍 High Wycombe

Defence Digital (DD)



Strategic Command
Defence Digital

? Supporting Defence digitally

£ Ranging from Networks to Military technology

📍 Corsham & Bristol

Defence Nuclear Organisation (DNO)



Defence Nuclear Organisation

? Supporting Defence's Nuclear armament

£ Ranging from Infrastructure to Disposal

📍 Bristol

Defence Science & Technology Laboratory (Dstl)




[dstl]
The Science Inside

? Supporting MOD's science & technology requirements

£ Ranging from Computer Chips to Resea

📍 Porton Down & Portsdown West

Submarine Delivery Agency (SDA)



Submarine Delivery Agency

? Supporting MOD's submarines

£ Ranging from Training to Submarine Design and Build

📍 Bristol

An Insight Into Your Time On The Programme

Year One



Placement 1 (6 months)

- This first placement will be as an EO/D/L1 in your sponsor DO/FLC. This is the DO/FLC that you will return to once you've successfully regraded off the programme.
- Here you will begin to develop your commercial knowledge.



Placement 2 (6 months)

- Moving into your second placement, you will continue to build on the foundations in your first placement.
- This placement will likely be in another area of your sponsor DO/FLC, potentially focusing on another aspect of commercial work.

Year Two



Placements 3-5

- In your second year, you will have the ability to choose your placements. Rotating approximately every 3-6 months.
- This is an opportunity for you to enhance your commercial exposure and fill gaps in your commercial experience ahead of regrade. At least one of these placements will be outside of your sponsor DO/FLC.



Regrade Process

- At the end of your two years, you will undergo a regrade process that will test your experiences so far. This will be in the form of a Civil Service Behaviours Interview and a scenario based Commercial Practitioner Accreditation Panel.
- Provided you can demonstrate the relevant skills and experience, you will regrade into a permanent role in your sponsor DO/FLC as a HEO/C2/L2.

Ron (He/Him)

“My time so far on the Defence Commercial Graduate Programme (DCGP) has been positive. To date I have had the opportunity to work in two very different teams which has allowed me to develop a better understanding of what Defence does and the importance of the Commercial Function. The ability to be geographically mobile on the scheme was a big draw for me and has so far has enabled me to work in both Glasgow and London.

My current placement is with the Industrial Programmes Team and it has really developed my understanding of the ways in which policy and commercial interact in addition to being a great team to be part of. The experience has provided me with a unique understanding of commercial as I interact with the function from the outside. The placement has been a great learning experience and will undoubtedly prove beneficial for my development. It is an opportunity I am aware would not have been afforded outside of the Programme.

The highlight of the Programme so far is undoubtedly being part of such a supportive cohort. It has proven to be enormously helpful to share ideas and experience with other colleagues as we progress on our journey. This is especially true when it comes to selecting placements and the benefits each can offer. That is but one layer of support available on the Programme. We also get a mentor who is a senior colleague and a buddy who is in the year above. Additionally, there is a range of networks available to join either as a member or an ally. I, myself have joined the Race Network and found the events held to be hugely beneficial.”



Ongoing Personal & Professional Development

MOD's commitment to support your growth

We will support Commercial Graduates by providing access to:

- A variety of placement opportunities
- Defence Academy Learning programmes
- Government Commercial Function training
- Diversity & Inclusion Networks

Chartered Institute of Procurement & Supply (CIPS)

We'll set you up for a career in Procurement with internationally recognised qualification. The programme supports graduates to complete CIPS Level 4, Level 5 & Level 6. We will invest in your future.

"I initially joined the MOD as a Level 1 working in DE&S which offered me a good opportunity to get to know the business. After 2 years as a Level 1, I came across an advert for the DCGP and decided to apply.

Since joining the DCGP, I have significantly developed as a commercial officer. Through this fast-paced Programme, I have been able to take on placements which have helped me to develop skills which I have little or no experience, whilst also being able to develop my theoretical knowledge through enrolment onto the CIPS course.

There is also plenty of opportunity to continue development through MOD run training specifically designed to develop your commercial skills and expose you to situations and scenarios that you might experience as a commercial officer. The experience I have had since joining the DCGP has been fantastic and has really helped me to develop within the function!"

JOSH
(HE/HIM)





HANA (SHE/HER)

"Having completed my BA in International Relations and my MSc in Supply Chain and Operations Management, I was aspiring for a role that combined and applied my existing knowledge. Post university, whilst working as a part-time Retail Assistant, I came across the DCGP recruitment campaign, which allowed me to sign up for exactly this.

Undertaking CIPS alongside my work consolidates and expands on my learning. Furthermore, with my DCGP peers having such varied backgrounds (academic, professional, personal, etc.), everyone brings something to the table, including those without prior commercial knowledge. This notion extends to my DO/FLC placements and wider MOD, meaning I learn something new every day!

Being able to participate in MOD 'Networks' (similar to university societies) facilitates this. For example, being a member of DE&S' Pride Network allows me to understand how to be a better ally to the LGBTQ+ community. As a British Asian from a Muslim background, I feel supported knowing that networks also exist for race and faiths & beliefs. I've recently joined the Defence Green Network where I hope to learn more about environmental stewardship and how I can incorporate this into my work.

Nearing the end of my second placement, I can say that I'm very content to be on the DCGP. I have gained exposure to so many wonderful professional and personal insights. With a potential overseas placement coming up, I look forward to developing this further."



MENTORING & BUDDY SYSTEM

"The mentor and buddy systems provide an excellent support network throughout the Commercial Graduate Programme. This has been invaluable for both my development and growth. Alice, my buddy, provides informal advice and shares commercial knowledge and experience. My mentor, Peter, is there to share his expertise of MOD and the scheme, and closely monitors my progress from placement to placement.

Kate (She/Her)



"As a Mentor my role is to share my time, experience, network, perspective(s) and more. To help my mentee develop, in their commercial knowledge, experience and confidence, and critically not just in their immediate placement, but with the long view in mind, setting them up for a successful career in Commercial and beyond."

Peter (He/Him)



"As Kate's buddy, I am there to provide advice on all aspects of the graduate scheme, from CIPS assignments to choosing placements, to how to perform specific commercial tasks. I am always happy to answer questions, no matter how 'silly' they may seem, as most of the time they are the same questions I had a year ago."

Alice (She/They)

SAFWAN (HE/HIM)

"Working for MOD, I have really enjoyed the variety of experiences on offer: No two procurements are the same and you have the opportunity to develop working relationships with suppliers from every industry. I joined the DCGP straight out of university and my first placement was with DE&S Chinook Delivery Team. I found this particular placement super interesting, working on a high value negotiation and being involved with a variety of contracts across the procurement life-cycle. I am currently in my second placement within the Corporate Commercial Capability Team. In this placement I have gained an insight into sourcing low value and fast-paced procurements which marks a contrast from the high value multi-year contracts I experienced in Chinook. Outside of placement work, I have volunteered in the running of the Deputy Heads Forum which offers me insight into how decisions are made at a strategic level. I also volunteered to contribute at Outreach events, promoting the Grad Programme at a recent Hackathon aimed at those from BAME backgrounds. I'd really recommend a career with the MOD."



The Application Process

The path to your journey as a Commercial Graduate

1. Confirmation of Eligibility	2. Application & Civil Service Online Tests	3. Assessment Centre
<ul style="list-style-type: none">– Passion to develop to the best of your potential– Innovative problem solver with strong communication & organisation skills– Receipt of, or predicted this academic year to receive a 2:2 in any degree– British Nationality (British Dual Nationals, free to work in the UK may be eligible)– Normally been resident in the UK for the past 5 years	<ul style="list-style-type: none">– You will be asked to complete a brief application to provide us with some personal details– Next you will be asked to complete the following:<ul style="list-style-type: none">– Civil Service Verbal Test– Civil Service Numerical Test– Statements on two CS Behaviours– All Disability Confident Scheme candidates who meet the requirement for the Grade through the online tests will be invited to complete a Candidate Statement NB proof of eligibility may be requested– All tests and Statements must be completed before the advertised closing date	<ul style="list-style-type: none">– Successful applicants will be invited to an Assessment Centre which will consist of scenario-based exercises and a Civil Service Behaviours Interview– These exercises will test your suitability using the Civil Service Behaviours– We use independent Assessment Services company to evaluate all candidates.– The top scoring applicants will be offered a place on the Defence Commercial Graduate Programme

SUPPORTING YOUR JOURNEY

Disability Confident Scheme:

All Disability Confident Scheme candidates who successfully meet the requirement for the Civil Service Online Tests will be invited to complete a Candidate Statement

Equal Opportunities:

MOD has an anonymous sifting process to help ensure a 'level the playing field'. We actively encourage applications from graduates with a diverse range of backgrounds and experiences

MOD Diversity & Inclusion Networks related to:

- Age
- Disability
- Faith & Belief
- Gender
- LGBTQ+
- Mental Health & Wellbeing
- Parents and Carers
- Race



Reasonable Adjustments:

DCGP will support all candidates to achieve their best. If you require any support or adjustments through the recruitment process to fulfil this, please let us know as soon as possible.





Working for the MOD

As one of the biggest public procurement organisations in Europe, MOD manages some of the most complex and technologically advanced requirements in the world. Working in Commercial will give you the opportunity to experience some of these first-hand, although you will work with the knowledge that every action you take is vital in some way to the safety of the United Kingdom and its interests.

SALARY & BENEFITS

Whilst offering:

- Challenging and varied work experience
- Strong support to develop
- Professional Qualifications
- Commitment to Diversity and Inclusion
- The opportunity to contribute to the direct quality of MOD services

We also offer a starting salary of:

£27,468 (as of December 2022)

Additionally, some of the other benefits you will receive include:

- Maternity, Paternity and Adoption leave
- 25 days annual leave, plus 9 days public holiday
- Civil Service Pension
- Promotion based on merit
- Flexible Working Hours
- Workplace Nurseries at most major locations
- Access to Gym and Sports memberships
- Great job satisfaction

If you're successful...

If you are offered a place on the DCGP, you will be required to complete:

- Basic Background Check
Confirming identity, employment & educational history, nationality, and criminal record (unspent convictions only).
- Occupational Health Assessment
Completed via an online form. This will enable MOD to understand any support or adjustments you may require to your ways of working. We may follow up with a telephone or face-to-face interview to help you maximise your potential.
- Security Clearance (SC)
The Level of Security needed is Security Check (SC) and you should usually have been continually resident in the UK for five years immediately before clearance action commences. If you have lived overseas or travelled extensively during this period, it may affect the length of time taken to obtain full Security Clearance and this may affect your offer of employment. You may be required to submit evidence pertaining to your extended time abroad and it is essential that ALL requests for information are completed fully and in a timely fashion as provision of incomplete information may result in significant delays to your Security Clearance.
- References
You will need to provide several references from work and/or university.
- Relocation
Each graduate is assigned a Permanent Duty Station (PDS) and is expected to live within commuting distance of their PDS. Whilst the Programme tries to assign graduates to their preferred Duty Station, this is not always possible. Please note that the post does not provide any assistance for the costs incurred from relocating.

Civil Service Behaviours



The Civil Service has defined a set of behaviours that, when demonstrated, are associated with job success. [Civil Service Behaviours](#) are specific to the grade level of the job role.

How will these behaviours apply to me?

- You will be assessed against specific Behaviours throughout the application process, including written and verbal assessments,
- Examples are not limited to professional experience. These can range from volunteering, work experience, internships, societies, sports teams, hobbies etc.
- You will be expected to demonstrate Civil Service Behaviours throughout your DCGP journey,
- Exemplifying these behaviours creates a valuable foundation to progress your career in the Civil Service and MOD.

ANDREW FORZANI (HE/HIM)

“As MOD Director General Commercial, I am delighted to present you with this opportunity to be part of the Defence Commercial Graduate Programme (DCGP).

The portfolio of MOD's business is unique. We acquire and support a huge range of equipment, services and infrastructure; this could be anything from the latest vehicles used on the front line to new accommodation blocks for service personnel.

The commercial function is a key enabler within acquisition, and one of the top 3 priorities for the Civil Service. MOD commercial staff currently manage around 6,000 contracts with a total value of circa £245 bn. There are over 2,150 commercial staff within MOD involved in the sourcing, awarding and managing of contracts to ensure that the equipment the MOD purchases is fit for purpose and provides the best value for money for the Department.

Commercial staff also work closely alongside other functions including finance and project management, with representatives from Industry, and with other Government Departments.

The aim of the two-year Defence Commercial Graduate Programme is to develop you into commercial officers with excellent professional skills and Industry recognised qualifications. The Programme will provide you with rapid exposure to many areas of the business. You will receive support from senior mentors, with your knowledge and experience being enhanced through academic studies.

We'll make sure you are well prepared to progress your career as a commercial officer in the MOD and wider Civil Service, with its exceptionally wide range of opportunities.

Whether it be developing a commercial strategy for the next generation of battle fighting systems, or the local purchase of food and water for the Armed Forces on operations, our commercial officers are key to what we do, ensuring the Armed Forces are provided with world class equipment, complex services and leading-edge technology.

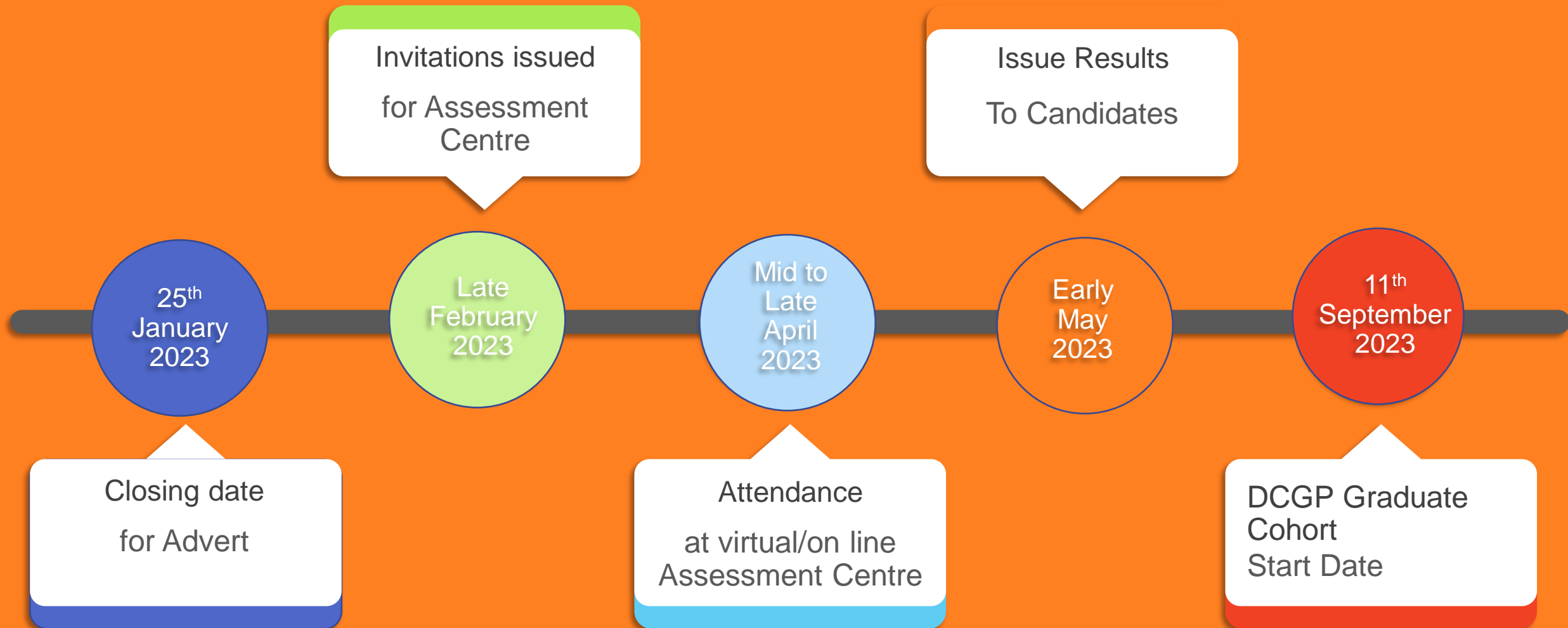
If you're looking for first-class professional development, “hands-on” learning and training, and the opportunity to work across the MOD and wider Civil Service on a variety of procurement activities, then a career as a commercial officer is for you.

We look forward to welcoming you to the Programme.”



Key dates for 2023 Recruitment

* dates subject to change





Application Process Queries

Contact: Defence Business Services

Email: PeopleServices@dbs.mod.uk

Telephone: 0800 3457772

Programme Queries

Email: DefComrclExternalRecruitment@mod.uk

Useful Links

Civil Service Jobs:

<https://www.civilservicejobs.service.gov.uk>

Civil Service Success Profiles:

<https://www.gov.uk/government/publications/success-profiles>

MOD:

<https://www.gov.uk/government/organisations/ministry-of-defence>



Ministry
of Defence