



Ministry  
of Defence

# Defence Commercial Bulk Recruitment

## Candidate Pack



# What does the Ministry of Defence do?

We work for a secure and prosperous United Kingdom with global reach and influence.

We will protect our people, territories, values and interests at home and overseas, through strong armed forces and in partnership with allies, to ensure our security, support our national interests and safeguard our prosperity.

## The Ministry of Defence has 8 defence tasks:

- defence, security and resilience of the UK and its overseas territories
- nuclear deterrence and the defence nuclear enterprise
- contribute to improved understanding of the world through strategic intelligence and the global defence network
- influence through international defence engagement
- overseas defence activity
- promote UK prosperity and civil society
- direct defence
- strategic base and enabling functions

## Our priorities are to:

- protect the UK
- project the UK's global influence
- promote UK prosperity
- transform the way we do business



# What do commercial staff do?

As one of the biggest public procurement organisations in Europe, MOD manages some of the most complex and technologically advanced requirements in the world.

Commercial staff play a key part in this by sourcing, purchasing and managing goods, works and/or services, ranging from disaster relief to reconstruction and from peacekeeping to humanitarian aid.

These activities are broken down into four sub-categories

## 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.

## Sourcing

Sourcing executes the strategy to acquire goods, works and/or services and to deliver business outcomes within a legal framework

## Contract Management

Contract management is the proactive monitoring, management and control of all activities necessary to ensure a contractor delivers the goods, works and/or services required by the customer as defined in the contract.

## Category Management

Category Management brings together a MOD-wide view and looks to define the products or services we purchase into Categories. This informs investment decisions, delivers efficiencies and increased value for money.

# Commercial Licencing

In order to be granted a commercial delegation, which provides an individual with the authority to commit the MOD to contract, an individual must first undertake the Defence Commercial Licencing process.

To be accredited with a commercial licence, individuals must pass the applicable in-house MOD assessment and hold the required qualification, as detailed below.

## Qualification(s)

Commercial staff are required to obtain Chartered Institute for Procurement and Supply (CIPS) Level 4 or above. The job advert will specify the qualification level relevant to the role that you are applying for.

The MOD will provide opportunities for you to achieve this qualification, either via a 24-month Apprenticeship or an assessment based process.

## MOD Standard

Commercial staff are required to pass the Internal Practitioner Accreditation Panel or the Government Commercial Organisation (GCO) Assessment and Development Centre (applicable to Grades 7 and above).

Each practitioner accreditation panel is one hour in duration and consists of one candidate and two accreditors. You will have a one-page scenario built around a work-based situation that may be encountered when undertaking a commercial role at practitioner level.



# Our Application Process

## Apply



Visit <https://www.civilservicejobs.service.gov.uk/csr/index.cgi> and review our job advertisement, paying particular attention to the required criteria to ensure that your qualifications, skills and experience match those required.

Once you're ready to apply, click 'Apply Now' and complete the necessary forms before the closing date.

## Sift



After the advertisement closes, your application will be reviewed (also called 'sifted') by Commercial professionals within the relevant department. The sift is usually completed within 2 weeks of the vacancy closing but can be longer.

The results of the sift will then be uploaded into Civil Service Jobs, following which you will receive an email.

## Interviews



If you are successful, you will be invited to interview. The volume of applicants we have will determine the length of the interview process which can take a couple of weeks.

Instructions for your interview will be emailed to you at least 3 working days before your interview (this may go to your junk mail) please read this carefully to avoid any issues on the day.

## Offers & Onboarding



Once we have conducted all the interviews, we will upload the results into Civil Service Jobs and send them to you.

Successful applicants will then be sent a Provisional Offer of Employment by Defence Business Services and the onboarding will begin. Further information on this process can be found on the next page.

# Our Onboarding Process

Due to the nature of our work, there are several checks that must clear before a formal offer of employment can be made to you. Onboarding can be a lengthy process.



## **Basic Background Check**

This check confirms your identity, employment and educational history, nationality and criminal record (unspent convictions only)

## **Occupational Health Check**

This is completed via an online form. It will enable us to understand any support or adjustments you may require to your ways of working. We may follow this up with a telephone or face-to-face interview to help you maximise your potential.

## **References**

You will need to provide several references from work and/or university. You may be required to submit evidence pertaining to extended time abroad.

## **Security Clearance (SC) / Developed Vetting (DV)**

Please check the advert of the role that you are applying for to find which clearance you require.

Clearances can take 6 weeks to 8 months to complete, depending on the type of clearance and your personal history. An offer of employment cannot be made until this has been completed.

To find out more about National Security Vetting, please visit

1. <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/national-security-vetting-clearance-levels>
2. <https://www.gov.uk/government/publications/demystifying-vetting>



# What's in it for me?

## Benefits

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

## Personal Development

- 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

# Contact Information

## Vacancy Queries

Team: Defence Commercial Resourcing Team

Email: [DefComrcl-Resourcing@mod.gov.uk](mailto:DefComrcl-Resourcing@mod.gov.uk)

## Application Process Queries

Team: Defence Business Services

Email: [Peopleservices@dbs.mod.uk](mailto:Peopleservices@dbs.mod.uk)

Telephone: 0800 345 7772

## Useful Links

Civil Service Jobs

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

Civil Service Success Profiles

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

Government Commercial Function

<https://www.gov.uk/government/organisations/government-commercial-function>

Ministry of Defence

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

Chartered Institute for Procurement and Supply

<https://www.cips.org>





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