



Ministry  
of Defence

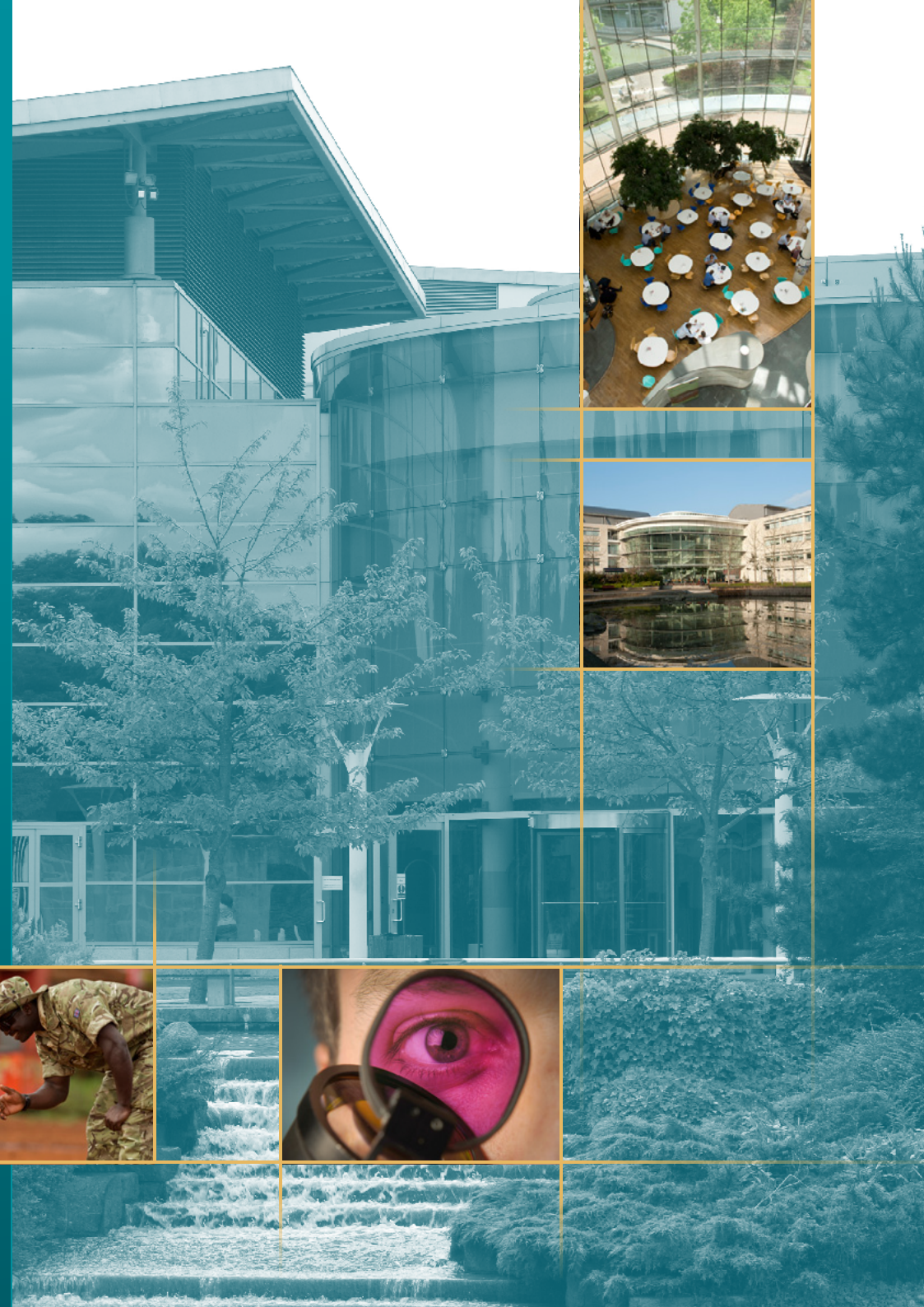
# Commercial Graduates For the MOD Commercial Function



Defence  
Commercial  
Graduate  
Programme

Imagine being responsible for products that think, fly, break the sound barrier, orbit the earth, cross the oceans undetected, fight disease, end droughts, keep flood waters at bay, repair roads, rebuild homes, strengthen communities, provide hope and save people's lives all over the world.

These are just some of the opportunities a career in purchasing and contracts management in the Ministry of Defence (MOD) can offer. As a member of the Defence "Commercial" team you will play a key part in helping to equip and support the armed forces for everything from disaster relief to reconstruction and from peacekeeping to humanitarian aid.





# Introduction

As Head of the Defence Commercial Function, I am delighted to present you with this opportunity to be part of the Defence Commercial Graduate Programme.

The portfolio of MOD's business is unique. We acquire and support a huge range of equipment, services and infrastructure: from the latest vehicles used on the front line in Afghanistan to new accommodation for service personnel. We have by far the largest spend and most diverse acquisition activity in UK Government, and as big as anything in the private sector.

The aim of the Defence Commercial Graduate Programme is to develop you into commercial managers with excellent professional skills and industry recognised qualifications, in order to strengthen our support of this varied and complex business.

Our two year Defence Commercial Graduate Programme will provide you with rapid exposure to many areas of our business. You will receive support from senior mentors, with your knowledge and experience being enhanced through your academic studies. We'll make sure you're well prepared to progress your career as a commercial manager in the MOD, with its exceptionally wide range of commercial 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, or leading edge R&D, our commercial officers are key to what we do: ensuring the Armed Forces are provided with world class equipment and services.



If you're looking for first-class training and development, the chance to work on some complex, high-profile programmes, and, above all, the opportunity to make a real impact then the MOD is the place to be.

I look forward to welcoming you to the MOD.

**Les Mosco**  
**Director Commercial**

## Is it for you?

### Do you have:

- The vision and foresight to work in a team managing major defence projects of the future?
- The ability to plan, organise and solve complex problems and produce innovative ideas?
- Excellent communication, negotiation and team working skills?
- The potential to lead people?

### Are you looking for:

- First Class training and professional Chartered Institute membership?
- A competitive remuneration package?
- Opportunities to work with major industrial partners?
- Opportunities to develop the commercial skills of the future?



## Why the Ministry of Defence?

The Ministry of Defence (MOD) and the Armed Forces work together to defend Britain's interests at home and overseas and to act as a force for good by strengthening international peace and stability. A civilian role within the MOD allows you to make a vital contribution to this effort while enjoying levels of variety and challenge that can't be found anywhere else.

## What is the Defence Commercial Function?

The Defence Commercial Function handles all the purchasing and contract management activities of the MOD, under the strategic leadership of the Director Commercial. This involves everything from servicing submarines to purchasing medical supplies.

Working at the MOD can also give you exposure to a huge range of related commercial activities, such as improving supplier relations, dealing with Intellectual Property Rights matters, and providing commercial policy guidance. This reflects the fact that the MOD is the UK manufacturing industry's biggest customer.

## What is a Commercial Officer?

Our Commercial Function is made up of officers whose role is to establish contracts that deliver equipment and support for the Armed Forces. Once trained as a commercial officer you will use innovative purchasing strategies to secure best value for money while at the same time safeguarding the Department's interests and minimising risk.

Getting to know the underlying objectives of your customers is an important part of the role so you will work with a range of people including serving members of the Armed Forces and other MOD civil servants. You will use that knowledge to advise on the right purchasing strategy and form of contract. You will also get involved in the tendering, negotiation and pricing procedure and in managing the contract once it is in place.

Supplier relations is another key focus of the role. As well as using intelligent market information to choose the right suppliers, you will then build and maintain mutually beneficial relationships with them, continually encouraging them to improve their performance.

# What will you be doing?

You will complete a two year programme in a range of purchasing and contract management roles across different areas of the MOD.

During this time you will work in placements ranging from 4-6 months, primarily in the Defence Equipment and Support (DE&S) area to gain "hands on" experience in purchasing and contract management. You will also have opportunities to work in other roles supporting the MODs vast estate, Front Line Commands and Commercial Policy.



Day to day, your placements will provide the opportunity to learn about all aspects of purchasing and contract management. You will be provided with real experience in;

- Developing appropriate contracting methods and strategies
- Agreeing and evaluating against tender specifications
- Negotiating with industry including pricing and payment considerations
- Adherence to European Union Procurement and Intellectual Property Law
- Supplier relations and contract management
- Risk mitigation and management

The Graduate Programme is intensive, providing a succession of challenging placements tailored to giving you the widest possible experience across the Defence Commercial Function. It also provides the opportunity to develop the personal and professional competences that will prepare you for potential early promotion.

## Professional Development

The MOD will sponsor you to become professionally qualified through studying towards the Chartered Institute of Purchasing and Supply (CIPS) Advanced and Graduate Diploma. You will also be expected to complete a range of mandatory and optional training during your time on the programme.

## Support

You will have access to a dedicated team and a personal mentor. Both the team and the mentor will guide you through your time on the programme, providing you with professional support and guidance, advice on your developmental requirements and potential placements.

## And beyond?

At the end of the programme, provided you have delivered to the standards we expect, you will be promoted to a middle management role within the Department. Beyond this you will be supported during the next phase of your career as you aim towards roles in the senior leadership team.





# Catherine Tomms

Current Graduate Programme Member 2012-2014

I applied for the Defence Commercial Graduate Programme as I wanted a role that would challenge me intellectually whilst enabling me to make a real difference, not just here in the UK, but abroad also. I had never previously considered a career in procurement and initially I was unsure as to whether becoming a commercial officer was possible due to my lack of financial and industry experience. However, the role of commercial is so diverse that although experience in these sectors is beneficial, it is not absolutely necessary, as the training you receive throughout the programme will provide you with this. The opportunity to gain professionally recognised qualification from the Chartered Institute of Purchasing and Supply whilst undertaking a variety of placements is a real benefit. You get a vast level of support throughout the programme including a buddy, who is an existing member of the graduate programme and a senior manager as your mentor. You also receive support from the graduate team and your placement managers who all work with you to support your career development.

I joined the programme in September 2012 and had my first placement in Combat Tracks Group-Platforms Team where I have experienced first hand how fundamental our role is and the impact it has at operational and strategic levels. I have undertaken a range of tasks, from running competitions for requirements urgently needed by front line forces to supporting the re-negotiation of major contracts. From intellectual property rights disputes to meeting with influential suppliers, every day has been different! During my placement I have

been given a great deal of responsibility but have been supported throughout by experienced, dedicated officers within my team. It is amazing how much I have learnt in such a short space of time.

If you are a graduate who has great communication skills, are passionate about making a significant contribution to the defence of the UK's interests at home and abroad and have the drive and determination to succeed in a challenging environment, then the Defence Commercial Graduate programme is for you!



# Chris Harvey

Defence Commercial Graduate 2010-2012

I recently graduated from the Defence Commercial Graduate Programme (DCGP), having spent two years on a wide variety of placements across the organisation.

The challenges faced by the Commercial function in the MOD are second to none, with requirements changing to meet the ever-changing threat and with much of the equipment at the cutting edge of technology; much of what we do is uncharted territory. This, along with the immense variety of goods and services that are required, means that the DCGP offers one of the very best programmes with which to begin your career.

My first placement was with Defence Food Services, who are responsible for feeding the whole of the Armed Forces, both in the UK and whilst abroad. This gave me a good introduction to the day-to-day basics of how the MOD purchases goods and gave me the opportunity to work with personnel from all three of the armed services.

I then moved into Combat Tracks Group, who buy and maintain all of the Army's tracked vehicles. This was a very fast paced team, with a variety of interesting and challenging work packages. One of these saw me reviewing some major contracts which had come to an end and securing a rebate of over £500k for the MOD. Other placements on the programme included working on Defence Trade Treaty with the US and working in the Future Submarines team; one of the largest procurement projects in the UK.

Alongside the variety of placements within the MOD, the DCGP offers a host of other opportunities, including sponsoring you to study for professional qualifications

through the Chartered Institute of Purchasing and Supply (CIPS) and a range of training opportunities.

The DCGP offers a wide support network to all its graduates. When I joined I was assigned a professional mentor, who has overseen my time of the programme and guided me in my professional development. I was also assigned a "buddy" from the previous year's cohort, who I could approach with all the trivial questions I had at the beginning. I have also received support from all my placement line managers whenever I have needed it and from the DCGP team who have helped set up my placements and manage my career over the two years.



I am now part of the Scout Specialist Vehicles Project Team, one of the highest profile programmes in the Land Equipment Operating Centre and I am part of a small commercial team working to deliver a new fleet of armoured reconnaissance vehicles for the Army. My time on the DCGP has given me a broad experience and has been a fantastic starting block for my career.





# Gemma Nichols

Defence Commercial Graduate 2006-2008

I joined the programme in 2006 and spent the next 2 years in a wide variety of placements from aircraft carriers to munitions for the frontline. It was a steep learning curve but very satisfying to know I was directly contributing to equipping the troops in Afghanistan. I was able to travel to Sweden, Germany, and Scotland in the course of placing new contracts and managing existing ones. I even had the chance to go on board a T45 warship which was a real experience. The professional training through the Chartered Institute of Purchasing and Supply helped develop my breadth of commercial knowledge whilst the hands on experience helped put the theory into context. The DGCP are there to support your development and always on hand to guide you through the programme.

After successfully completing the programme I went back to one of my earlier placement teams as the commercial lead for the placement of a £18M munitions contract with an international defence contractor. After 2 years, armed with my MCIPS I deployed to the Falkland Islands for a 15 month tour and was responsible for a diverse set of procurement activity. This ranged from writing sales contracts with oil companies to supporting the Typhoon maintenance contract. The work was varied and challenging, but I really enjoyed working so closely with military colleagues, and experiencing a completely different working environment. On my return I brought my commercial experience to the Commercial Policy team, where I now help develop policy and guidance for MOD commercial staff.





# Andy Markham

## Mentor

I have mentored a number of Commercial Graduates since the programme's inception and have been delighted to see it and its members grow from strength to strength. The Defence Commercial Graduate Programme is continuing to be critical in delivering the high quality individuals that will be needed to lead acquisition activity, and acquisition people, in these challenging times for the Public Sector. Those challenges provide opportunities for high calibre individuals to transform the procurement landscape for the Department and to deliver change that will directly benefit the frontline forces that the MOD exists to support. As a mentor to a graduate I provide a number of roles, including the sharing of experience, acting as a sounding board, providing guidance on how the wider function and Department operates and much more. It is a thoroughly enjoyable and rewarding role in which both parties benefit greatly.



# Salary and Benefits

As a MOD Civil Servant, your starting salary will be £23,427

## Pension

You will be entitled to choose between a defined benefit pension scheme or a stakeholder pension with an employer contribution. See Civil Service Pensions website link for further details.

<http://www.civilservice.gov.uk/pensions>

## Holidays

25 days annual leave, rising to 30 days after 5 years service, plus 10.5 days of public holidays.

## Other Benefits

- Professional and personal development.
- Promotion based on merit, and you'll enjoy all of the support you need to speed your progress.
- Flexible working hours and alternative working practices.
- A generous maternity and paternity package and workplace nurseries at most major locations.
- Optional Sports and Social Club membership
- Study leave

# How do I apply?

To apply please click on the link below to the Civil Service website:

<https://jobsstatic.civilservice.gov.uk/csjobs.html>

## Eligibility

### Nationality

To join the Defence Commercial Graduate Programme you must have British nationality and normally have been resident in the UK for the past five years. If you have dual nationality, you may be eligible to apply if one of those nationalities is British, you are eligible to hold a British passport, and you are free to work in the UK.

### Degree

You should already be in receipt of, or predicted, a minimum of a 2:1 degree in any subject, when you apply.

### Contacts

For queries on the application process please contact Defence Business Services.

**Telephone:** 0800 3457772

**Email:** [peopleservices@dbb.mod.uk](mailto:peopleservices@dbb.mod.uk)





The Ministry of Defence is an equal opportunity employer  
and is fully committed to equal opportunities policies.

Applications from all sectors of the community, irrespective  
of racial origin, gender, sexual orientation, religion or  
disability are positively welcomed.