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Delivery Manager, Commercial Development

The National Archives

Apply before 11:55 pm on Sunday 2nd February 2025



Reference number

372653

Salary

£40,000

A Civil Service Pension with an employer contribution of 28.97%

Job grade

Senior Executive Officer

Contract type

Permanent

Business area

Research and Commercial Development Directorate - Business
Development department

Type of role

Commercial
Operational Delivery
Project Delivery

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

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Location

London, London (region), TW9 4DU

About the job

Job summary

The National Archives (TNA) is the UK government's official archive, containing over 1,000 years of history. It provides detailed guidance to government departments and the public sector on information management and advises others about the care of historical archives. It has strategic plans to increase access and use of the many varied documents held as well as preserving them for future generations.

As part of our Archives for Everyone Strategic Plan, The National Archives is striving to be an Entrepreneurial Archive. To support that ambition, the role of the Business Development Team is to identify new income generating opportunities, evaluate them and turn them into viable projects. This spans the many and varied functions of The National Archives and looks outwards to form new partnerships and relationships, many of which have international focus.

Job description

Full job description attached (see below).

Person specification

This role will work alongside and support the Head of Business Development in identifying, evaluating, and delivering new initiatives. It is focussed on the coordination, progression and delivery of commercial products and services to third-parties, blending the expertise of teams across the organisation into tangible deliverables that align with wider strategic objectives and generate appropriate levels of income and contribution.

The role is **not** a sales-based role and will focus more on project delivery and on the coordination of work packages, although a commercial mindset and

approach is required. Some of the work has an international focus and overseas travel is highly likely. The role will require some flexibility including travelling at weekends, and hosting of delegations at The National Archives on short notice.

This is a full-time post. However, requests for part-time working, flexible working and job share will be considered, taking into account at all times the operational needs of the Department. A combination of onsite and home working is available and applicants should be able to regularly travel to our Kew site for a minimum of 60% of their work time. International travel is expected and may span weekends as well as trips of 5+ days in duration.

How to apply:

If you are an **internal applicant**: please do not use the link on this page. Please apply via your employee Workday account.

If you are an **external applicant**: to submit your application please click the 'Apply at advertiser's site' button on this page.

You will be asked to provide details of your work experience and write a personal statement, not exceeding 1200 words. In your personal statement please explain, using examples, how you meet the essential criteria given below. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.

We understand that you might use artificial intelligence (AI) and other resources to assist with your application; however, please ensure all information you provide is factually accurate, truthful, and original and doesn't include ideas or work that isn't your own. We encourage you to showcase your unique knowledge and skills using your own voice.

Essential criteria:

Significant experience of project management work and an understanding of governance, risk management and reporting processes

Ability to communicate complex ideas and plans to a range of both internal and external stakeholders, including those of other nationalities where English may not be a first language

A blend of good attention to detail, planning skills and organisation along with the ability to react, pivot and adjust based on changing circumstance

Self-motivated with an ability to work under limited supervision and as part of a small team

Confidence and experience to make operational decisions as required and also when to consult before agreeing outcomes

Demonstrable creativity to identify opportunities and solutions within complex rulesets that align with corporate strategy while delivering meaningful outcomes

Experience of partnership and cooperative working to shared goals and ambitions, playing a pivotal role in building and evolving both internal and external relationships

Commercial experience in identifying and securing revenue streams, negotiation, framed within an understanding of how to calculate costs vs. income

Desirable criteria:

An understanding of government policy around commercial activity and experience of public sector delivery

An interest in history, archives, and the archive sector generally

Interest and experience in global travel and different cultures and how to work successfully with them

Experience of researching and working with original archival documents

Benefits

Alongside your salary of £40,000, The National Archives contributes £11,588 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Generous benefits package, including pension, sports and social club facilities, onsite gym, discounted rates at our on-site cafe and opportunities for training and development.

Any move to The National Archives from another employer will mean you can no longer access childcare vouchers. This includes moves between

government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk>;

Things you need to know

Selection process details

Reasonable adjustments:

If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

Contact The National Archives via careers@nationalarchives.gov.uk as soon as possible before the closing date to discuss your needs

Complete the Assistance required section in the Additional requirements page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Diversity and Inclusion

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans \(opens in a new window\)](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : The Recruitment Team

Email : careers@nationalarchives.gov.uk

Telephone : 02083925313

Recruitment team

Email : careers@nationalarchives.gov.uk

Further information

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, in the first instance, you should contact The National Archives via email: careers@nationalarchives.gov.uk If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission at <http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

<https://www.nationalarchives.gov.uk/>

