

Job Title: Senior Commercial & Category Officers and Commercial Officers

Grade: SEO and HEO

No of posts: Multiple (see bracketed figures below)

SEO Vacancies

- **Infrastructure Commercial Teams** (Hub Based) – Warrington (x2), Leeds (x1), Birmingham (x2), Peterborough (x1), Exeter (x1)
- **Infrastructure Framework Team** (Category) – Any DEFRA Offices (x2)
- **SCAH** – Weybridge (x3)
- **Buildings** - Any DEFRA Offices (x2)

HEO Vacancies

- **Infrastructure Commercial Teams** (Hub Based) – Warrington (x1), Leeds (x1)
- **Infrastructure Framework Team** (Category) – Any DEFRA Offices (x2)
- **SCAH** – Weybridge (x1)

Type of contract: Permanent

Closing date for applications: **2nd March 2022**

This campaign is being run as a 3 week campaign. Defra will use merit lists for future opportunities that arise in the coming months, and we are expecting more vacancies to become available in the near future. We may also use this campaign to fill one further SEO post in our Buildings Category.

A Job Advert has been placed for the SEO and HEO Category roles, please refer to this for further information on the roles available and the Assessment Criteria. The Job Descriptions are set out below. All applications should go via Michael Page please follow this link to apply

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“ A personal message from the Commercial Director”

In the Defra group, we deal with a vast range of issues that profoundly impact on people's lives. We are responsible for England's environment, our countryside and rural economy, the food and farming sectors and have lead responsibility for protection from a wide range of natural threats and hazards. Your role will be critically important to achieving our vision of 'creating a great place for living'.

This is a particularly exciting time to join the Defra group. We are leading on much of the government's work to protect the public from flooding, enhance science capability, improve the environment and complete a successful transition from the EU. Defra group Commercial have been instrumental and helping the Government to respond to Covid by setting up contracts for "food boxes" for the vulnerable. You will have the opportunity to contribute towards and influence the development of new approaches and policies on a wide range of issues affecting millions of people in the UK.

You will play an active role in shaping and delivering the Defra group's priorities, working creatively and collaboratively with others to deliver excellent outcomes. You will have the opportunity to develop your own skills and future career.

Your personal qualities will be as important as your professional experience; and we welcome applications from all backgrounds. If you believe you have the skills, experience and qualities we are looking for, then we would like to hear from you. The Defra group is dedicated to having a diverse workforce which represents people in our communities and an inclusive culture where everyone feels they can be their authentic self at work, belong in the organisation and can speak up to challenge. We want everyone to be able to contribute to the success of our organisation, regardless of your background.



Why join Defra group Commercial?

“ I hope you'll be enthused to join us. This is a great opportunity to join our team and make a real and meaningful difference to our planet and society ”

Defra group Commercial (DgC) is an award-winning commercial team which oversees all commercial activity across Defra and most Arm's Length Bodies. This is an exciting time to join the team as we continue to grow and transform. We have a rapidly increasing and ambitious contracting portfolio to support, with significant public investment now committed to mitigate climate change, deliver flood risk management, grow the UK's science capability and manage an increase in grants funding internationally. We have exciting roles and opportunities available across in our Category Management and one role in our Supplier Management team. We have recently rolled out “one way of working” to reflect commercial best practice and our Contract Management Centre of Excellence.

Our vision is to place commercial expertise and excellence at the heart of sustainable business delivery and develop a commercial organisation that breaks new levels of performance and influence. I want us to deliver



Einav Ben-Yehuda

Einav has been the Commercial Group Commercial Director at Defra since November 2017 and has a wealth of commercial and transformation experience.

maximum value from our £2-4bn annual expenditure, where we operate in some of the most challenging supply markets that you'll find. The roles we are recruiting to are essential to support Defra customers and we are looking for staff with the right skills and capabilities who have a real passion for sustainability, supporting customers and delivering excellent outcomes.

We are part of the Government Commercial Organisation (GCO) and therefore benefit from the learning, development and networking that it offers.

These roles provide significant opportunities to develop your own skills and future career. We have a culture of good work/life balance and great team ethos and inclusion.

Einav Ben-Yehuda

A message from our Head of Category

In Defra, we deal with a vast range of issues that profoundly impact on people's lives. We are responsible for England's environment, countryside and rural economy, the food and farming sectors and have a lead responsibility for protection from a wide range of natural threats and hazards. The main purpose of the Infrastructure Category Team is to provide commercial support to the Environment Agency in the delivery its Flood and Coastal Risk Management (FCRM) Capital programme, which provides and maintains flood defence assets to vulnerable communities and protecting homes, lives and livelihoods.

The Environment Agency has recently received a significant increase to its capital funding for the next 6 years to 2027. The Infrastructure Category team is increasing its team to ensure we have the required level of expertise and capacity to support this larger programme of works. The last 6 year programme was funded to a level of £2.6bn and targeted the better protection against flooding to 300,000 homes. The next 6 year programme, to 2027, has received funding of £5.2bn and is to deliver better protection to 336,000 homes, businesses and key national infrastructure.

There is a significant and exciting challenge in delivering a programme of this nature alongside other critical targets like Net Zero Carbon, Biodiversity Net Gain and efficiency savings. Our ambition is to build on our existing expertise and develop a commercial organisation that reaches new levels of performance and is willing to adopt innovative commercial approaches. We are expected to deliver maximum value and benefits from our expenditure. The commercial positions we are recruiting into are considered to be an essential part of successful project delivery and core roles in achieving a number of key corporate objectives for the Environment Agency and Defra.

I hope you'll be excited by the opportunity to join us. This is a great opportunity to join a forwarding thinking team and make a real and meaningful difference on our journey to create commercial expertise at the heart of sustainable business delivery.

Mike Moylan

Mike is the Deputy Director, Head of Infrastructure Category within Defra Group Commercial and has been part of the commercial team supporting the Environment Agency for over 24 years.

The work that we deliver

Our **teams** provide support across a huge range of areas.

Defra group Commercial (DgC) is part of Defra and is responsible for £2-£4bn annual expenditure, with a team of circa 200 commercial professionals. We are growing to meet the needs of our customers and our increasing spend portfolio. DgC provide commercial services to organisations within the Defra Network.

Our Infrastructure/Construction category team predominantly deliver construction and civil engineering commercial services, including both capital spend and operational maintenance. The commercial support provided to the Environment Agency underpins the construction and maintenance of the UK's national flood and coastal defence infrastructure, in mitigation of climate change. This is a very high profile area of spend area with the Government recently announcing a significantly increased £5.2bn funding settlement over the next 6 years.

Roles in the **regional infrastructure hub teams** will provide commercial support for the delivery of projects to support flood and coastal defence infrastructure and specialist coastal protection work. Utilising EA

frameworks, procurements will include construction, engineering and professional appointments for a range of complex infrastructure projects.

An example of the type of work we do is available here: [Drone footage showing completed Littleborough Enabling Works - YouTube](#)



Roles in the **national frameworks team** will lead the procurement and ongoing monitoring of new and replacement frameworks, becoming a category expert in the framework subject matter. You will work with national stakeholder groups to develop appropriate commercial models and identify opportunities to ensure all call-offs deliver high quality

solutions, value for money and social value benefits.

Our Buildings team Our Buildings/FM team work closely with Defra's Property function to manage and service hundreds of offices, depots and laboratories. The team oversees several large single source Facilities Management contracts as well as site and building, refurbishments, soft FM, furniture and utilities.

Our Science Capability in Animal Health (SCAH) team leads commercial activities for one of the largest UK construction programmes over the next 10 years and a major government commitment. The SCAH programme oversees the £1.4bn renovation and refurbishment of the Defra Science estate in Weybridge which is a world leading facility for science and research with regards to animal health.

There are number of roles to support this, once in a lifetime facilities and science estate renovation. You will be supporting a range of complex, large scale construction projects including the new build of a 20,000 sqm new animal high containment facility and the new build of a 22,000 sqm new laboratory.

Video Blogs

We have produced some short video's to give you more of an insight into the leadership and what to expect working at Defra. In times of lockdown we did not have luxury of a professional camera crew but hope that these videos give an insight into who we are, what we do and why you should come and work for Defra.

Please see links below the videos, each video runs for around 1-3 minutes.

Mike Moylan (Head of Infrastructure Category) –

Neil Rowlands (Commercial Manager – Exeter & recruitment campaign lead) -

<https://www.youtube.com/watch?v=KYtb4W70h4o>

Programme Specialist - https://www.youtube.com/watch?v=oa6B-x5j_Jk

Apprentice Team member -

<https://www.youtube.com/watch?v=Cf5v1ALKHa0>

Chris Howe (Commercial Director – SCAH) -

<https://youtu.be/mGb9QJVCUDc>

If you are invited to attend an interview it would be worthwhile having another look at these in advance and make a note of any questions that you may have for the Interview panel.

Recent successes

Last year we won or were short-listed for many prestigious awards and strive to be the best at what we do. Demonstrating our worth and celebrating our successes is a really important to DgC.

Professional awards and nominations 2019 & 2020



Background to Defra, the Department for Environment, Food and Rural Affairs

Our vision is to create a great place for living for people in this country.

We have developed a set of four strategic objectives covering our policy outcomes and corporate objectives. These objectives help us to deliver our ambitious vision to build our green and healthy future, and provide a framework for all of the important work we carry out.

Our objectives are:

- To deliver a safe and ambitious departure from the EU, setting global standards in protecting and harnessing value from the natural environment;
- To pass on to the next generation a natural environment protected and enhanced for the future;
- To lead the world in food, farming and fisheries with a sustainable model of food production;
- To be an outstanding organisation focused on making a difference, with world class delivery capability.

Underpinning our vision are a series of goals highlighting all of the outcomes we want to achieve;

- Sustainable farming and food
- Pure air, clean rivers, and a resilient water supply
- Healthy seas and oceans
- Beautiful landscapes, flourishing wildlife and native species
- Thriving rural economies and communities
- Efficient resource use and reduced waste
- Protecting animals and plants from health risks
- Resilient communities and economies
- Great places for living for people and animals
- Green global Britain

Some examples of our work include:

- The delivery of domestic and international commitments on issues such as air quality;

Background to Defra, the Department for Environment, Food and Rural Affairs

- Building our international trading relationships in the agriculture and food sectors;
- Working with key stakeholders to develop our evidence portfolio focusing on data driven decision making and ensuring it aligns with the changing landscape.
- Increasing the availability, coherence and productive use of open data. This includes the development and use of data science capabilities and increased use of earth observation. Defra has taken a lead across government in implementing an open data programme by releasing 13,000 datasets.
- Working with rural interests, local authorities and with other government departments to improve the opportunities for people and businesses in rural areas;
- Protecting our country from natural hazards and threats, including flooding and animal and plant diseases.

Creating a great place for living:

[25 Year Single Departmental Plan](#) (SDP) 2019





Department for Environment, Food & Rural Affairs – [website](#)

Defra [25 Year Environment Plan](#)

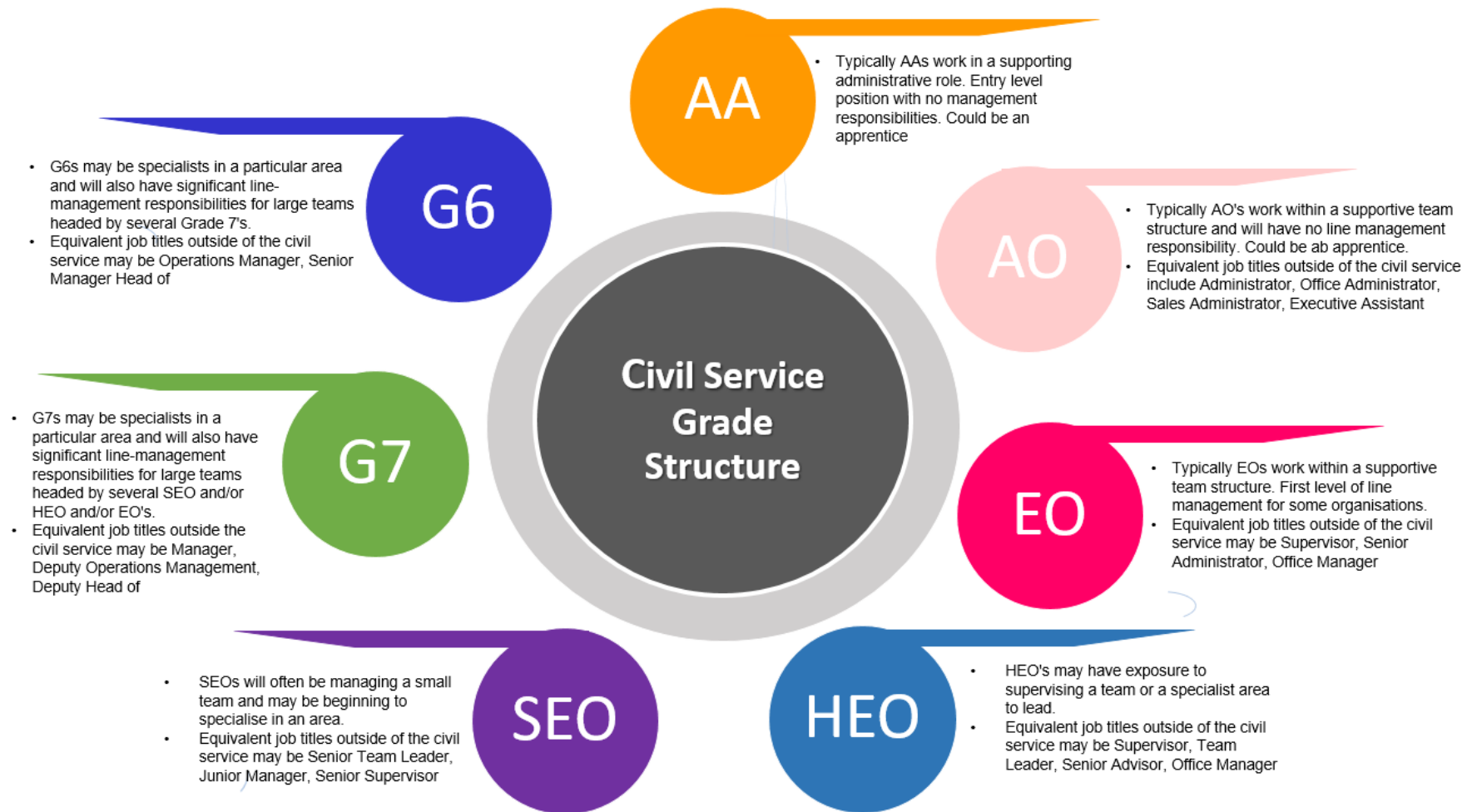
JOB DESCRIPTION & LOCATIONS

DEFRA is able to support flexible working, which means that you may be able to work from home or in a closer DEFRA office for some of the week; however you will need to agree these arrangements with your new manager.

Potential office locations are listed below.

ROLES	LOCATION	JOB DESCRIPTION SEO	JOB DESCRIPTION HEO
Infrastructure Hub Team	<ul style="list-style-type: none"> Birmingham city centre, Aqua House, Birmingham, 20 Lionel St, B3 1AQ Exeter, Manley House , Kestrel Way, Exeter, EX2 7LQ Warrington, Richard Fairclough House, Knutsford Road, Latchford, Warrington, WA4 1HT Reading city centre, Kings Meadow House, Reading, RG1 8DQ and Northgate House, 21-23 Valpy Street, Reading RG1 1AF Leeds city centre, Lateral House, 8 City Walk, Leeds, LS11 9AT Peterborough, Kingfisher House, Goldhay Way, Orton Goldhay, Peterborough, PE2 5ZR. 	 1a. FINAL Hub Team SEO Senior Commerc	 1c. FINAL Hub Team HEO Commercial Offi
Infrastructure National Framework Team	This team are located across the country and primarily work from home. Your office location will be your closest DEFRA office.	 1b. FINAL FCRM Team SEO Senior Cate	 1d. FINAL FCRM Team HEO Category C
SCAH	Weybridge site, Woodham Lane, Weybridge, Surrey, KT15 3NB		
Buildings	Unex House, Bourges Boulevard, Peterborough PE1 1NG, the plans are to move to Central Peterborough - Fletton Quays in the summer 2022.		

Civil Service Grade Structure



Benefits of working for Defra

Pension

Your **Civil Service Pension** is an extremely valuable part of your total reward package.

Defra invests in providing a contribution to the cost of your pension (contribution rates vary between 20.0% and 24.5%) dependent upon salary.

The contributions you make are deducted from your salary before tax is taken.

Life assurance Your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire.

Generous Annual Leave and Bank Holiday Allowance

Annual Leave We offer 25 days annual leave (rising, over 5 years, to 30 days) for full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions. Existing Civil Servants on pre-modernised terms will retain these.

Bank Holiday You receive 8 public holidays a year together with an additional day in May to mark the Queen's Birthday.

Staff Bonuses and Staff Recognition

We offer you the opportunity to be recognised for your work through and end of year Performance Award.

We also have a Staff Recognition Scheme, and in-year awards to reward exemplary work.

Bicycle Loan

We offer interest-free loans towards the cost of a bike and a Cycle to Work Scheme. This means we loan you a bike for your commute as a tax-free benefit. At the end of the loan period you have the option to buy the bike, saving 30% of the original cost

Season Ticket Loan

We offer interest-free season ticket loans, to you when you have more than three

months' service so that you have some help with the cost of purchasing train and bus season tickets and as well as station car parking

Employee Discounts

You will have access to our discount scheme which offers savings at hundreds of top retailers.

Give as You Earn

We are registered with the Give as You Earn scheme which enables you to make regular deductions directly from your salary in support of a chosen charity. This is simple and tax efficient.

Benefits of working for Defra

Learning and Development

Everyone is supported to develop their skills and capabilities.

Civil Servants are encouraged to have a minimum of five days of learning and development each year. We believe that you should have access to a range of learning and development opportunities to support you in your current and future roles. You will have accountability for your own learning as we encourage you to be an independent and motivated learner.

Induction All new employees will have a corporate and DgC induction. This will help you to find out exactly what it means to be a civil servant and what is expected of you. Throughout the induction journey you will find out what we do, how we do it, and what our relationships are with the people we serve. In addition, all new and returning employees will also receive a departmental induction. This will help you to establish good working relationships with other staff members and to understand your role and how you can integrate and fit into the organization.

Civil Service Learning We offer access to learning and development with world class providers through Civil Service Learning (CSL). CSL's comprehensive curriculum offers a mix of different types of learning so that civil servants can learn in a way that works for them. The curriculum provides learning opportunities that cater for civil servants with opportunities that cover leadership and management, diversity and inclusion, personal effectiveness, working essentials plus professional development.

Civil Service Professions and Academies There are over 30 cross-government professions that support civil servants to deliver a world-class professional service. We encourage you to join a civil service profession and access the learning opportunities, standards, behaviors and other helpful information that will help you with your career.

Mentoring and Coaching Mentoring is an effective means of developing your career, boosting your confidence and empowering both the mentor and mentee. You will have the opportunity to voluntarily engage and work confidentially with a mentor or coach.

We are also able to provide accredited external coaches on a case by case basis.

Apprenticeships Some employees will find themselves able to convert onto an apprenticeship programme to gain nationally recognised qualifications through a programme of training and work experience.

Other types of development Formal training can be supplemented by other development opportunities such as on-the-job development, job-shadowing, ted-talks or working with different project teams to your own.

Talent We have a number of talent management schemes that aim to develop talented and high performing staff from all backgrounds.

Study Leave To support educational, vocational or professional study activities you may apply for study leave.

DgC Induction We host frequent induction sessions for new starters and you will be allocated a buddy to help you settle in.

Benefits of working for Defra

Staff Wellbeing

We have various measures in place to assist with your physical and emotional health.

Flexible working to allow for variations in your hours from day to day, suiting your needs, and where this is compatible with business needs. There is further scope to work from home, compressed hours and more.

The Mental Health Network is an employee-led network which offers support, information and raises awareness of mental health issues.

Employee Assistance Programme is a free and confidential 24/7 telephone advice service available to our staff.

Our **Occupational Health Service (OHS)** provides a range of support services to help with the way you feel at work.

Other Benefits Include

Volunteering Each year you will be entitled to three 3 days special leave with pay to volunteer. We encourage you to take up this offer as volunteering can be a great way to share skills with worthy charitable causes, while developing new insights and stronger links with the civil society sector.

Reservists We fully support reservists and offer 15 days paid special leave for training.

You can join the Civil Service Sports Council (CSSC). The CSSC organises a wide choice of activities throughout the UK, from art, gliding, abseiling and orienteering to cabaret weekends and quiz and curry

nights. Members also gain access to hundreds of national and local offers, including free entry for you, one other adult and up to 6 children at English Heritage and Cadw sites and free entry for you and up to 3 children at RBG Kew. There are also savings at many high street stores, cinemas, restaurants and historic houses. Further information is available at the CSSC website.

Our offices offer a range of different onsite facilities including staff restaurants, showers, cycle storage and fitness facilities.

Free access to Neyber which is a free Financial Education Hub and provides guidance on how to manage your finances including information on credit scores, pensions, buying your first house, becoming debt-free and much more.

Equality, Diversity & Inclusion

We passionately believe in equality, diversity & inclusion and we match that belief with action.



Defra is committed to being an organisation in which fairness and inclusion are central to all our working relationships. At Defra we want you to have a respectful, welcoming and engaging working environment, free from discrimination regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, social background, trade union activity, caring responsibilities or working pattern. Please get in touch with us at any stage of the recruitment process to discuss how we can help you whether you have a physical

responsibilities or working pattern. We encourage applications from neurodiverse people and believe it is only through having a mix of ideas and ways of thinking that we will be able to have a culture which produces high quality work.

We have many active staff networks including Age, Mental health, Cancer, Carers, Disability, EU nationals, Ethnic Minority, Faith, Lesbian, Gay, Bisexual, Asexual and Transgender (LGBAT+), Social Mobility, Women and Worklife Balance. They are supported by senior champions and encouraged to take an active part in the development of our organisation.

We offer career development through a range of both internal and Civil Service wide talent schemes, mentoring, sponsorship and reverse mentoring. Our senior leaders talk authentically and with passion about what they are doing personally to support equality, diversity and inclusion. We promote and support a range of flexible working patterns to enable staff to balance home and work responsibilities, and we treat people fairly irrespective of their working arrangements. impairment, a mental health condition or are neurodiverse.

The inclusion of all of our employees is very important. We want everyone who works at Defra to feel they belong here, and we recognise that everyone will come to us from different backgrounds and with a range of different experiences.

We will not tolerate discrimination, bullying, harassment, victimisation or negative stereotyping. Our aim is a working environment where you feel you belong and have a voice, whatever your job or your grade. You can read more in our [Diversity & Inclusion strategy](#).

As a Disability Confident employer, we positively welcome applications from disabled people. We are committed to making workplace adjustments wherever possible to ensure that disabled people can participate fully not only in the recruitment and selection process but when they are appointed into their job. We offer a Guaranteed Interview Scheme for all disabled applicants who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

Once you are appointed your line manager will work with you to identify how they can put in place reasonable adjustments to enable you to carry out your work.

Other matters

Disability Confident Scheme for Disabled Persons

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. You should indicate this on your application form if you would like to be considered under this scheme.

Equal Opportunities

Defra values equality and diversity in employment. We are committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In Defra you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

Civil Service Commission's Recruitment Principles

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

More detailed information can be found at the Civil Service Commission website

<http://civilservicecommission.independent.gov.uk/>.

