



Crown  
Commercial  
Service



# Crown Commercial Service **Candidate pack**



Hello,

**Thank you for showing an interest in a career at CCS. The aim of this document is to provide you with insight into the culture here at CCS and to give you an overview of the recruitment process.**

*At Crown Commercial Service (CCS) our employees are our greatest asset. We work to help the UK public sector get the best value from its commercial and procurement activity, and I am so proud of the role we play in ensuring effective and efficient frontline public services for UK citizens.*

*The success of our organisation is attributable to the committed and hard-working colleagues who make CCS such a rewarding place to work. Our customers and their individual needs are at the heart of everything we do, and this is reflected in our consistently high customer satisfaction scores. We help 20,000 of them across the length and breadth of the country, advising and assisting in purchasing everything from locum doctors and laptops to police cars and electricity. Our ambition is to continually develop the value proposition we offer to the public sector over the next 5 years.*

*CCS has come a long way since its formation in 2014, and our headline numbers speak for themselves. We continue to invest in our people with long-term programmes such as talent and leadership schemes, as well as focusing on our Employee Value Proposition to retain and invest in our diverse talent.*

*If you feel you have the skills, passion and desire to help us achieve our ambitions, we would love to hear from you.*

**Good Luck!**

**Sam Ulyatt**  
Chief Executive



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# About CCS

The Crown Commercial Service (CCS) is an Executive Agency and Trading Fund of the Cabinet Office and a key constituent of the Government Commercial Function (GCF). We are the biggest public procurement organisation in the UK. We consist of over 800 talented people, who help thousands of buyers across central government and the public and third sectors with billions of pounds of spending each year. The collective purchasing power of our customers, plus our procurement knowledge means we can get the best commercial deals in the interests of taxpayers.

We have a wide range of commercial agreements to help our customers buy what they need, when they need it - saving time and money. Our customers purchase everything from locum doctors and laptops to police cars and electricity.

What we do is vital. We help the UK public sector save money when buying common goods and services.

If you would like to be a part of this, have flexibility in how you work and enjoy working in an inclusive culture that fosters innovation then join our CCS family and contribute to our crucial work.



Volume of aggregate spend  
through our commercial  
agreements

**c£37bn**



**c200**  
commercial  
agreements across

**c80**  
categories of common goods  
and services



Commercial benefits

**c£5bn**  
for our customers



More than  
**20,000**  
customers



# Our offices

We have 5 fully accessible offices throughout the UK



# Our values



“Our culture is one of inclusivity and care, where we respect each other and our differences. It’s one that aids collaboration, teamwork and innovation and one that embraces difference. We help everyone to have a voice so that our people feel valued and empowered to bring their ideas and whole self to work.

**We listen, respect, collaborate and trust in order to deliver with confidence.”**

# A great place to work

CCS embodies a culture in which employees feel happy, healthy, fulfilled, and productive. We're a company that values & cares about our employees and allows them to grow and learn, investing in their professional development. We offer clear progression pathways and a diverse range of learning and development opportunities to progress in a supportive environment.

The wellbeing of our people is at the heart of all we do, as our annual People Survey results shows 4 years running, an Inclusive and Fair Treatment positive score higher than the wider Civil Service benchmark. This Reconfirms that our inclusion and diversity strategy is having a meaningful impact and reflecting our objective to be a great place to work.

At CCS we recognise that working flexibly enables our people to deliver better outcomes. Work is a thing we do, not just a place we go. Smarter working empowers our staff to make the right decisions about where, when and how they work. It enables an improved opportunity to create a better work life balance, it improves productivity through a focus on results and it keeps wellbeing as a priority.

***“Top 50  
inclusive  
employer”***

***“CCS was  
recommended  
as an employer  
of choice by  
**97%**  
of new starters”***

***“We entered the  
Social Mobility  
Employer Index  
to take action on  
socioeconomic  
diversity”***



We are ranked **20th in the Inclusive Top 50 UK Employers list** & have achieved the **MIND Gold award** for successfully embedding mental health into our policies and practices, demonstrating a long-term and in-depth commitment to staff mental health.



## Meet our people

“Hi, I’m Bronwen and I am currently working as a Governance and Assurance Assistant, undertaking a Data Analyst Apprenticeship. Joining CCS has proven to be one of the best decisions I’ve made for my personal and professional development. My team really support my apprenticeship and external learning. They have helped me further my studies by contributing time where they can. Working towards a degree in the workplace could have been difficult to manage but CCS is incredibly flexible and promote work-life balance. I’m really proud of what I do in CCS and look forward to developing my career here.”



**Bronwen**  
Governance and  
Assurance Assistant

“Hi, I’m Jack, I’m a Category Specialist. My role allows me to be in charge of various areas, from editing and building the government website to helping suppliers and buyers use our frameworks. I have also taken the lead in creating and presenting tailored webinars for thousands of viewers. I have been given the opportunity to take ownership of projects, which has meant my confidence has grown and my skillset improved. On top of this the flexible and supportive work environment allows me to enjoy my work and feel proud of what I have achieved.”



**Jack**  
Category Specialist



# Inclusion and diversity



## Pride in CCS:

The network supports and represents staff members who identify as LGBTQ+ and their allies. The group works towards equality in the workplace, and raise awareness of LGBTQ+ issues.



## Able:

The group is made up of colleagues with a disability and those who want to help create a more inclusive work culture. The network also supports colleagues who have friends and family with a disability as well as helping CCS line managers gain a greater insight into disabilities their team members may have.



## Race Equality:

The network enables its members to come together to support and raise the visibility of ethnic minority staff so that we promote a fully inclusive environment in which all can flourish.



## Gender Equality:

The network was established with the purpose of ensuring that gender equality issues are visible, and to create an open, inclusive and progressive dialogue around issues that may impact on gender equality in the workplace.



## Carers:

The networks supports employees who have caring responsibilities. Our aim is to enable individuals to undertake their caring responsibilities and helps managers understand how they can effectively support carers in the workplace.



## Social Mobility:

The network's goal is to address social and regional inequality and help drive forward social mobility in the organisation. We also welcome allies from all socio-economic backgrounds who are interested in exploring what social mobility means in 21st century Britain.



## Uniformed Services:

The network supports all staff who are current or former members of the uniformed services, or those who have family members within the uniformed services and related roles.



## Faith and Belief:

The Network works to support colleagues in promoting the understanding of, and respect for, the faiths and beliefs of others.

We have a five year [Inclusion and Diversity Strategy](#) and currently have eight staff led Networks which champion the views of all our employees, at all levels, working collaboratively to make sure everyone feels represented.

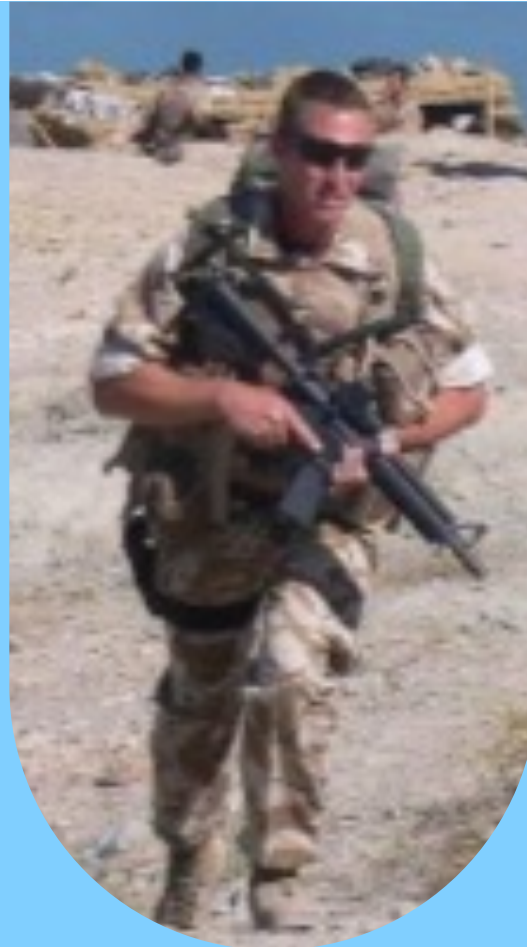


# Inclusion and diversity

## What our people say about inclusion and diversity:

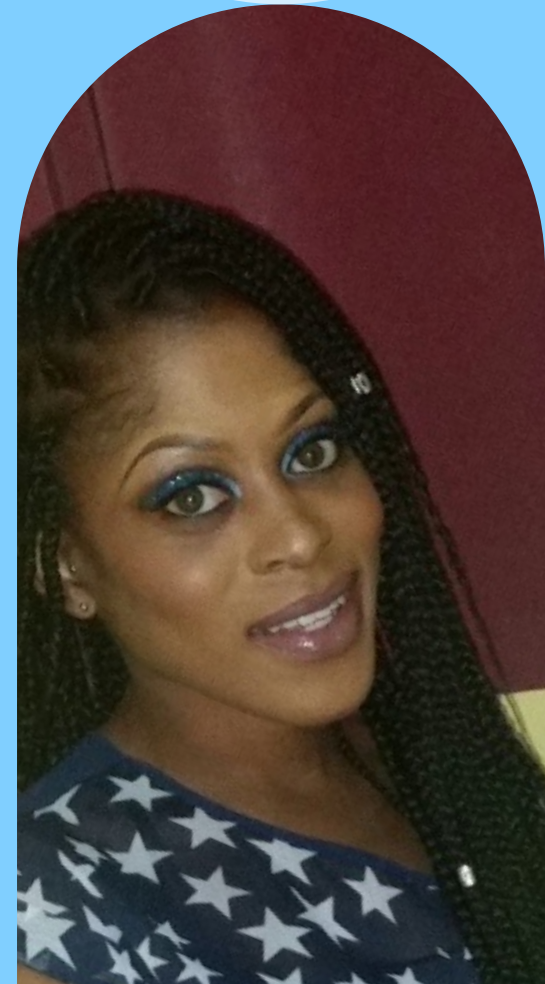


“Hi, I’m Chris, I’m a Senior Product Manager. Prior to joining CCS, I was in the military which resulted in me losing 40% of my hearing and I now have to wear hearing aids. During my induction process, I was made aware of the support networks that are available at CCS. I joined the Able Network, which focuses on disability within the workplace and offers support by way of frequent meetings where we can swap ideas on how to best approach any issues we may encounter. CCS really makes people feel part of the wider team regardless of what team they work in or what walk of life they come from. It’s great to feel part of an organisation that puts its people first.”



Chris  
Senior Product Manager

“Hi, I’m Ramat and I’m a Commercial Agreement Manager. Since joining CCS, I haven’t looked back! My role is very fulfilling and I have a great work-life balance as I can choose where, when and how I work. CCS continuously drives inclusion and diversity, allowing an environment of equality for all. The culture supports both personal and professional development, with the opportunity to upskill through the Government Commercial College or the Chartered Institute of Procurement and Supply (CIPS), which are both fully sponsored by CCS.”



Ramat  
Commercial  
Agreement Manager

# The recruitment process



## Application

If you are [eligible](#) for the role:

- Submit your CV/complete worker history section of application form.
- Complete Personal Statement to showcase how your skills meet the essential criteria set out in the job description.

Ensure you demonstrate relevant evidence against each criteria listed (unlimited word count).

Please note your application will be assessed on your personal statement & worker history. Click [here](#) for application tips.



## Review

Your application will be reviewed and scored against the essential criteria.



## Assessment

For some roles, we conduct pre-interview assessments to identify job-specific qualities.

These will be a mix of psychometric tests to assess ability and/or personality and a feedback session with the occupational psychologist (allow up to 3.5 hours for this). There are no right or wrong answers in personality tests.



## Interview

The majority of our interviews are conducted virtually. If you're selected to be interviewed, you will be sent a link and joining instructions.

You will be assessed against the [success profiles](#) set out in the job description.



## Offer

We will notify all candidates about the outcome as soon as possible after the final interview.

If you have a faith or belief observance and require flexibility with dates, please email [recruitment@crownccommercial.gov.uk](mailto:recruitment@crownccommercial.gov.uk)

# Employee benefits



Explore fully how we will reward your work



# Start your application today to join an award winning employer

**#CCSFamily**

recruitment@crowncommercial.gov.uk

**To learn more**

