

# BAE SYSTEMS COMMERCIAL GRADUATE DEVELOPMENT FRAMEWORK

## In Summary

Who you'll work for...

- A global company with operations in five continents and Europe's largest defence contractor with reported sales (in 2009) of £22.4 billion (US\$ 36.2 billion).

What you'll do...

- Compile and price bids for new contracts, ensuring BAE Systems' contracts are financially sustainable.
- Provide support to the negotiation, agreement and management of contracts that enable BAE Systems to deliver world class capabilities to customers whilst minimising risk and maximising shareholder value.
- Be customer focussed in delivering contract performance.

What you'll get...

- Relevant training covering personal, business and commercial skills which will continue throughout your career with BAE Systems, including support to achieve the Office of Government Commerce Certificate of Competency supported by the Chartered Institute of Purchasing and Supply (CIPS).
- Flexibility to rotate through four six-month placements, building a unique skill set and tailoring your career opportunities in line with the business needs of the commercial function.
- An opportunity to build an extensive network of contacts throughout the business through placements, courses, conferences and stretch assignments (additional, optional, and often high profile assignments).
- An outstanding support network including your commercial colleagues, the wider graduate community, a second year graduate 'buddy', your functional graduate manager and your mentor(s) from the management population.
- Six-monthly objective and behaviour based performance reviews.
- A professional role within the Company (usually within the commercial function of your own business unit) on successful completion of the GDF.

## What is BAE Systems?

BAE Systems is a global defence, security and aerospace company with approximately 107,000 employees worldwide. The Company delivers a full range of products and services for air, land and naval forces, as well as advanced electronics, security, information technology solutions and customer support services. In 2009 BAE Systems reported sales of £22.4 billion (US\$ 36.2 billion).

The BAE Systems' Vision set out in our Group Strategic Framework (GSF) is 'to be the premier global defence, security and aerospace company'.

To achieve this Vision, we have set ourselves the Mission 'to deliver sustainable growth in shareholder value through our commitment to Total Performance for all our customers'. Our Group Strategic Objective of Total Performance in all that we do will be delivered through Customer Focus, Financial Performance, Programme Execution and Responsible Behaviour. Total Performance is underpinned by our Values – Trusted, Innovative and Bold. Total Performance and our Values are the fundamental elements of our culture.

## Why is BAE Systems different to other employers?

BAE Systems is currently managing some of the largest industrial contracts in Britain and Europe as well as bidding for new work on a daily basis. As a Commercial Graduate you will be offered the opportunity to become fully involved with contracts ranging from a few hundred to billions of pounds. Our products are state of the art and high profile; they include platforms such as Typhoon, Type 45 Destroyer and Titan land vehicles.

Rotating between projects and roles every six months, for two years, you will quickly be exposed to a huge number of products, customers and colleagues. You will constantly be encouraged to challenge the established processes and deliver results.

In addition to your daily role, you will attend training courses tailored to BAE Systems. These range from the Graduate Developing You (GDY) course, designed to aid your transition from an educational to a work environment, to the more practical Commercial Developing You (CDY) course which will equip you with the Commercial Skills that enable you to excel in your chosen role. You will be given the opportunity to attend a wide variety of more specialist courses, access to the Virtual University on the BAE Systems intranet and support to achieve the Office of Government Commerce Certificate of Competency supported by the Chartered Institute of Purchasing and Supply (CIPS)

The BAE Systems Commercial Graduate Development Framework (GDF) offers you a balanced approach to business. A standard 37 hour week within a fast paced working environment offers a sound work-life balance and offers Graduates the opportunity to adapt quickly and develop the necessary new skills for a truly successful career.

We encourage networking amongst the graduates we recruit each year – through our annual Commercial and Procurement Graduate Convention and development opportunities as well as social and sporting activities.

The Commercial GDF offers you the opportunity to gain experience within a global business as well as supporting you to develop the necessary behaviours you will require throughout your professional career. The GDF really does provide you with an excellent career basis.

What is the Commercial Function's key role?

To ensure that proposals to BAE Systems' customers are priced, developed and approved in an acceptable manner and to submit the associated offers.

To negotiate, agree and support contracts that provide a commercial framework within which BAE Systems can deliver world class capabilities to customers while minimising risk and maximising shareholder value.

The Commercial Function is responsible for providing our Customers with innovative business solutions and delivering competitive advantage and profitable business whilst ensuring that our contractual obligations are met.

We support the Company in winning business. We ensure that proposals are priced, developed and approved in a manner acceptable to the business and then submit the offers to our Customers. We negotiate, agree and support contracts that provide a commercial framework within which BAE Systems can deliver World Class capabilities to Customers whilst minimising risk and optimising shareholder value.

The Commercial Function in each of our business units is made up of different disciplines depending on the nature of the business. The two key disciplines we recruit graduates into are Contracts and Estimating. Other disciplines may include Bid Management and Import/Export.

### Working Together

BAE Systems is an organisation comprising several business units. Each business unit is responsible for winning business and delivering projects. In both these areas our functions, whether they be engineering, project management, finance, procurement or commercial, work together as part of an integrated team. As a Commercial Graduate, you are a member of the Commercial Function as well as a member of an integrated project team.

### Our Commercial Graduates' views....

"The Commercial GDF provides an excellent opportunity to develop the core competencies required to become an innovative Commercial Professional. The rotational placements, GDY programme and Commercial foundation training all provide a broad overview and sound knowledge of both the commercial function and the business as a whole with the opportunity to work as a trusted partner to customers across all of our home markets. Each Graduate benefits from a solid support network of fellow graduates, colleagues and managers who are keen to share their knowledge and experience with you. In such a short space of time, I have learnt a great deal about BAE Systems, the commercial function and myself."

*Claire. Read Law at the University of Central Lancashire*

"The Commercial GDF is a fantastic programme, allowing you to gain experience not only of different business segments but also different functions. One of the best things about the programme is the commitment to developing your personal skills. This is done through four varied 6-month placements, general management training on the Graduate Developing You (GDY) course and functional training courses such as the Commercial Foundation Programme. Overall the scheme is fantastic. Graduates receive the utmost support from colleagues, managers and the business in order to make sure that you meet your maximum potential."

*Chris. Read Finance at the University of Strathclyde*

“The GDF has given me a fantastic opportunity to see first-hand how a global business like BAE Systems operates. Experiencing the working practices inside the Company and having exposure to management of all levels has been a real eye-opener. The graduate community itself is excellent, allowing you to form a network of like-minded contacts to help and support you during your early time in the company.”  
*Neil. Read Bsc Biochemistry and Msc International Business at Manchester University*

“The Commercial GDF provides a unique opportunity to establish an understanding of both the Commercial Function and the business as a whole, by providing candidates with the chance to undertake a variety of tasks, challenges and placements. There are ample opportunities for early responsibility, networking and training, and the level of support available is first rate. Overall, the scheme provides an excellent foundation to develop a successful career.”  
*Paul. Read Geography, PE and Sports Science at Loughborough University*

“Being on the Commercial GDF has exceeded all my expectations. In my two placements to date I’ve worked on contracts ranging from a few million to many billions of pounds for customers as diverse as the UK Ministry of Defence and the Hellenic Navy. You get real responsibility from day one and within my first month I was leading and submitting proposals to the customer. Furthermore you get the utmost support to shape your own career and follow your interests across one of the World’s leading defence contractors.”  
*Duncan. Read Economics at the University of Warwick*

“The BAE Systems GDF offers a wide range of challenging roles for graduates aspiring to become the business leaders of the future. The bespoke scheme provides an unrivalled opportunity to acquire skills and utilise key business and leadership competencies across the Company. The personal development programmes and dedicated mentoring provides a forum for each member to get the best from themselves. The GDF gives you real understanding and a real advantage.”  
*Harry. Read Theological Research at the University of Durham*

What will I be doing day to day?

The Commercial decisions we take impact on everyone in our business; from how the Engineers design new products to the ways a Project Manager runs an existing programme. From day one, our graduates become part of this high impact team.

Working in the Commercial Function may involve the following, although this list is by no means exhaustive. Every day is different but every one is challenging!

- Generation of cost estimates
- Support to the preparation and negotiation of prices
- Support to the preparation and negotiation of contractual terms and conditions

- Preparation and execution of formal agreements entered into by the Company
- Contract Management (including mitigation of risk)
- Building and maintaining relationships with customers and suppliers
- Ensuring proposals to customers gain business approval before they are sent to the customer
- Liaison with other functions and team members
- Commercial Governance

### What's in it for me?

As a Commercial Graduate on the GDF you are entitled to the following benefits:

- An attractive starting salary between £24,000 and £28,000, subject to relevant qualifications and experience
- A welcome payment of £2,000
- Four six-monthly performance reviews
- Mentoring by functional leaders to help you excel
- Structured placement scheme providing both support and flexibility
- An exit role within BAE Systems plc (subject to satisfactory completion of the GDF)
- The opportunity to develop a Commercial contact network across all the businesses of BAE Systems
- Relevant training in personal, business and commercial skills
- A “real” job with real responsibility from day one

### Who are we looking for?

You will need a minimum of:

- GCSE Grade B or equivalent in English and Maths; and
- 280(22) UCAS Points or equivalent; and
- 2:1 or equivalent in your degree (any subject); and
- A work permit to work in the UK; and
- Be able to attain security clearance to work for a defence company

You should also be able to answer 'yes' to the following questions:

- Are you customer-focused, committed to understanding and exceeding the expectations of all your customers, internal and external?
- Are you performance-driven, able to set demanding targets for yourself and continually improve the way you work both individually and as part of a team?
- Can you work ethically and effectively with colleagues and customers, helping to extend our reputation as a partner of choice, respected for our co-operation and openness?
- Are you excited by innovation and keen to play your part in the generation of new ideas, technologies and ways of working that maintain our competitive advantage?
- Do you have evidence of taking responsibility?
- Do you possess broad business acumen and understand fundamental commercial issues?

To apply, visit: [www.baesystems.com/graduates](http://www.baesystems.com/graduates)