



HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM

PART 1 : CLIENT INFORMATION

HEALTH AND SAFETY EXECUTIVE CUSTOMER	
SERVICE ADDRESS	Redgrave Court, Bootle, Liverpool L20 7HS
LINE MANAGER	
HSE CONTRACT REF NO.	T3667

CONTRACTOR	People Source
SERVICE ADDRESS	People Source 1 Georges Square Bath Street Bristol BS1 6BA
ACCOUNT MANAGER	

PART 2 : SERVICE REQUIREMENTS

NAME OF INTERIM PERSONNEL	
FRAMEWORK DISCIPLINE AREA	BSR
JOB ROLE / TITLE	L&D Specialist
<p>JOB DESCRIPTION (including details if part-time / full-time, hours of work, location)</p>	<p>In January, the Government announced a package of measures that will help ensure that high-risk buildings are safe for people to occupy. The new Building Safety Regulator (BSR) will oversee the design, construction and occupation of high-risk buildings and follows the independent review by Dame Judith Hackitt, our former Board Chair, after the Grenfell Tower tragedy.</p> <p>The decision recognises our skills and experience regulating safety issues and our track record working with industry and other regulators. We have the opportunity to extend our reach and influence on issues that impact on many people’s lives. The BSR will have access to our experts in regulating construction and major hazard industries and be able to make use of our world-class science and engineering capabilities.</p> <p>Needless to say the programme to build the new regulator is a major endeavour for HSE, to support this we are offering an exciting opportunity to help begin to build the new regulator by ensuring we have the right people and skills to deliver what is needed.</p> <p>Our vision is to make HSE more inclusive and diverse in an environment where we treat each other with dignity and respect and can give our best. This is central to our success as an organisation, and is a clear ambition in the resourcing of Building Safety Regulator.</p> <p>We are looking for an HR L&D Specialist who can support us in scoping the L&D requirement to support the new regulatory function. You will help us scope the training need analysis (TNA) to identify the best training requirement, where possible using a blended learning approach. You will outline a detailed TNA plan that can meet the full L&D requirement of the BSR project, which will be presented to the project board. You will work with BSR/HSE subject matter experts, to implement the design and development stage of the L&D plan. We will expect you to outline an evaluation approach at the beginning of the plan– so Return on Investment (ROI) or Return on Expectation</p>

	<p>(ROE) can be achieved. You will need to be an experienced L&D professional with a proven track record of working with the business, and external providers to design and develop effective learning solutions.</p> <p>Specific responsibilities</p> <ol style="list-style-type: none"> 1. Work with business lead and HR Business partners, project team to scope the L&D requirements for the BSR. 2. Undertake a detailed training needs analysis for the full L&D requirement. 3. Develop an L&D project plan – clearly outlining ROI/ROE 4. Present the L&D Plan to senior leaders. 5. Work closely with the HSE L&D team and BSR key stakeholders (and subject matter experts). 6. Implement the L&D project plan – supporting the design and development of the L&D solutions.
<p>IR35 ASSESSMENT</p>	<div style="text-align: center;">  <p>IR35 Result - L&D.pdf</p> </div>
<p>START DATE</p>	<p>27 July 2020</p>
<p>END DATE</p>	<p>26 October 2020 – A maximum off 66 days, unless an extension is otherwise agreed in writing between both parties</p>
<p>TERMINATION</p>	<p>Termination Notice Period of two (2) weeks, unless otherwise agreed in writing between both parties.</p>

PART 3 : FEES / CHARGES

i) DAILY CHARGE RATE APPLICABLE

WTD	Premium	NI	Pension	Apprentice Levy	Contractor Fee	Agency fee	Total Charge
					£350	£50	£26,400 for 66 days

ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and Subsistence Rates.doc

PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

INVOICING ADDRESS (electronic only)	APinvoices-HAS-U@gov.sscl.com
PURCHASE ORDER NO. (to be quoted on all invoices)	TBC

PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of

People Source

1 Georges Square, Bath Street, Bristol, BS1 6BA

Signature

Name in Capitals

Position

Date

Duly authorised to sign on behalf of the

HEALTH AND SAFETY EXECUTIVE

2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS