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Commercial  
Service

## Statement of Requirements

Contract Reference: CCHR20A46 Provision of Executive  
Search Consultancy Assistance

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Statement of Requirements  
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# 1. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 1.1 The MOD SCS recruitment team, who we support, have requested the help of the Cabinet Office Government Recruitment Service in delivering this campaign. Based on their current structure they do not have the necessary internal resources to project manage the volume of SCS2 campaigns that arise, hence the need to use the services of The Cabinet Office Government Recruitment Service.
- 1.2 The Ministry of Defence (MOD) is both a Department of State and a strategic military headquarters. It commands UK military operations worldwide, while providing the necessary enablers such as infrastructure, equipment, logistics and medical. It also controls an estate that includes 50,000 houses, 60,000 technical assets and 20,000 other key assets such as runways and electrical networks.
- 1.3 The Ministry of Defence has embarked upon an ambitious new digitally-enabled transformation programme, which will deliver the digitised, efficient, productive and modernised Defence Enterprise required to enable the battle-winning capabilities of the future, and at best value for money, so that the MOD can continue to protect, deter and fight.

## 1.3 1.4 REDACTED

~~2.0 Defence Medical Services (DMS) Transformation comprises a number of substantial programmes with the most advanced being CORTISONE (a £200m medical Information System capability), Defence Healthcare Delivery Optimisation (DHDO to modernise and transform the delivery of £300m a year primary healthcare in the firm base), People Strategy (major cultural change) and Unified Career Management (UCM enabling efficient medical capability management and optimisation for deployment for over 5,000 people).~~

## 3.2 DEFINITIONS

Expression or Acronym	Definition
MOD	Ministry of Defence
DDHO	Defence Healthcare Delivery Optimisation
CORTISONE	£200m medical Information System capability
UCM	Unified Career Management
SCS	Senior Civil Servant
DMS	Defence Medical Services
REC	Recruitment & Employment Confederation

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## **4.3. SCOPE OF REQUIREMENT**

**4.1.13.1.1** The requirement is for an Executive recruitment search, or headhunting support. This has been requested by MOD to help identify an appropriate pool of candidates for the role of Transformation/Programme Director of DMS. Full job descriptions can be found in CCHR20A46 - Appendix 1 - Job Descriptions.

**4.1.23.1.2** This will involve a process of exploring the market, understanding the organisation's needs, culture and output and then building a search list of suitable candidates to approach and speak to.

**4.1.33.1.3** The Supplier will also be collating all applications once the vacancy is live, along with attending the long and shortlist meetings to present the applicants and their various merits.

**4.1.43.1.4** The Supplier will not be conducting any of the assessments or tests, such as psychometric testing or staff engagement exercises.

## **5.4. MANAGEMENT INFORMATION/REPORTING**

**5.14.1** The Supplier must retain records of all longlist and shortlist notes that are relevant, to be used for providing candidate feedback to report to the Customer when requested

## **6.5. CONTINUOUS IMPROVEMENT**

**6.15.1** The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

**6.25.2** The Supplier should present new ways of working to the department during regular Contract review meetings.

**6.35.3** Changes to the way in which the Services are to be delivered must be brought to the department's attention and agreed prior to any changes being implemented.

## **7.6. SUSTAINABILITY**

**7.16.1** The Supplier acknowledges that the Authority must at all times be seen to be actively promoting sustainable development through its environmental, social and economic responsibilities.

**7.26.2** The Authority suggests that suppliers provide departments with soft copies of all paperwork, including CV's and supporting statements. If agreed, it would then be the responsibility of the department and selection panel to print their own paperwork.

## **8.7. QUALITY**

**8.17.1** Suppliers may be REC (the Recruitment & Employment Confederation) accredited, although it is not a formal requirement.

## **9.8. STAFF AND CUSTOMER SERVICE**

**9.18.1** There are no specific qualifications that we are seeking from the Supplier.

**9.28.2** Levels of customer service should be monitored throughout the campaign by Cabinet Office and raised with the supplier if an issue is raised.

## **10.9. CONTRACT MANAGEMENT**

**10.19.1** The Cabinet Office Government Recruitment Team will remain in regular contact with both the Supplier and hiring department throughout the recruitment campaign.

**10.29.2** Attendance at Contract Review meetings shall be at the Supplier's own expense.

## **11.10. LOCATION**

**11.10.1** The location of the Services will be carried out at Ministry of Defence, Main Building, Whitehall, London.