



# GLA 81908 Assistant Director HR (Interim and Executive Search Services for Permanent Position of Assistant Director HR)

## RM6160: Non-Clinical Temporary and Fixed Term Staff (Short Form)

**Order Form Template (Short Form)**

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<b>Contracting Authority Name</b>	Greater London Authority
<b>Contracting Authority Contact</b>	
<b>Contracting Authority Address</b>	City Hall, More London Riverside, London SE1 2AA
<b>Invoice Address (if different)</b>	

<b>Supplier Name</b>	GatenbySanderson Limited
<b>Supplier Contact</b>	
<b>Supplier Address</b>	14 King Street, Leeds, LS1 2HL

<b>Framework Ref</b>	RM6160: Non-Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	Lot 2 - Corporate
<b>Order reference number (e.g. purchase order number)</b>	GLA 81908
<b>Date order placed</b>	July 2021
Call off Start Date	05.08.2021
Call off End Date	31.03.2022
<b>Date order placed</b>	Not Applicable
<b>GDPR Position</b>	Independent Controller (default unless specified); Processor for Permanent Recruitment, Controller for Interim Recruitment
Job role / Title	Assistant Director Human Resources
Temporary or Fixed Term Assignment	Temporary for Interim Position
<b>Hours / Days required</b>	Interim Up to 6 months – one month notice period
<b>Unsocial hours required – give details</b>	N/A

<b>Fee Type</b>	Non-Patient Facing (Disclosure required)
<b>Expenses to be paid or benefits offered</b>	None

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<b>Expenses to be paid by Temporary Worker</b>	None	
Charge rates	[Redacted]	
	[Redacted]	
	£ (Day)	
	[Redacted]	[Redacted]
	[Redacted]	[Redacted]
		[Redacted]
		[Redacted]
		[Redacted]
		[Redacted]
		[Redacted]
		[Redacted]
		[Redacted]
<b>Method of payment</b>	BACS	
<b>Discounts applicable</b>	No	

<b>Criminal records check required</b>	Yes
BPSS required	Yes / No
<b>State any skills, mandatory training and qualifications necessary for the role</b>	See Job Specification

## **CALL-OFF INCORPORATED TERMS**

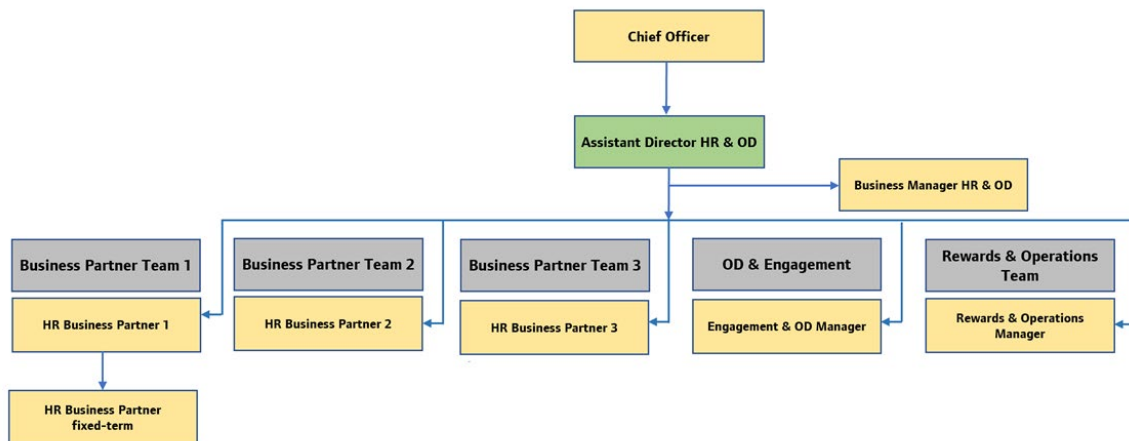
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website.

## **CALL-OFF DELIVERABLES**

The requirement
<p>The Human Resources &amp; Organisational Development Unit (HR &amp; OD) – Overview</p> <p>1.3.1 HR &amp; OD consists of approximately 40 staff on permanent and fixed-term contracts and agency staff.</p> <p>1.3.2 The HR &amp; OD Unit is made up of five teams; three Business Partner Teams delivering core HR functions spanning strategic HR advice, case work and HR operations; an Organisational Development and Engagement Team, providing ED&amp;I support and learning and development to the organisation and a Reward and Operations Team, which also includes the Resourcing Team.</p> <p>1.3.3 MHR's iTrent system is used as a core HR system and Havas ATS as a recruitment system.</p> <p>1.3.4 Payroll is provided by the London Fire Brigade, via a shared services agreement</p> <p>1.3.5 In addition to providing a human resources service to the GLA, the unit also provides support to the Mayor's Office for Policing and Crime (MOPAC) and the Old Oak and Park Royal Development Corporation (OPDC).</p> <p>1.3.6 The HR &amp; OD Unit is currently in the process of developing a shared service for HR and OD with Transport for London (TfL), which will result in some of the functions being transferred to TfL. The planned date for this to go live is mid to late 2022. The focus of this transition will be transactional services in the first instant.</p> <p>1.4 Role</p> <p>1.4.1 The role which this specification relates to is the Assistant Director, HR and OD.</p> <p>1.4.2 This role reports to the GLA's Chief Officer and has six direct reports.</p> <p>1.4.3 The current Assistant Director, HR and OD is leaving the organisation to take up a new post on 24 September 2021.</p> <p>1.4.4 The initial requirement is for an interim Assistant Director, HR and OD to start on 13 September, to allow for a two-week handover.</p> <p>1.4.5 This will be followed by recruitment for a permanent Assistant Director, HR and OD, with a proposed advertising date of early September.</p> <p>1.4.6 Therefore, it is envisaged that the interim will be in place for up to a maximum of six months, which will allow for advert, search and selection and the notice period of the successful permanent candidate, plus a two-week handover.</p> <p>1.4.7 Remuneration for the permanent role is £112,386. This is in accordance with Grade 15 of the GLA's publicly available pay scales (gla_payscale_public_website_v_2020.pdf (london.gov.uk))</p> <p>1.4.8 A Job description is supplied at the end of this document.</p> <p>1.4.9 Line management responsibilities for the role can be seen in the organisation chart below.</p> <p>HR &amp; OD management structure</p>

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## 2. Requirements

There are 2 parts to this specification:

### 2.1 Part One – Provision of an Interim Assistant Director, HR & OD

2.1.1 The interim position will start on 13 September 2021.

2.1.2 There will be a two-week handover from the existing Assistant Director, HR & OD.

2.1.3 The position will be for a maximum of six months, less if the permanent position is filled and the successful candidate able to start before then.

2.1.4 CVs will be provided by the successful executive search agency to the GLA of appropriate skilled candidates. The timings of when this will happen, and the number of candidates provided are for the executive search agency to advise the GLA and may make up part of the selection process.

2.1.5 The GLA will shortlist the candidates and invite selected candidates to interview.

2.1.6 The executive search agency will liaise with the selected candidates to arrange the interview with the GLA.

2.1.7 Following the selection process the executive search agency will obtain suitable references on behalf of the GLA and provide these to the GLA.

2.1.8 The interim will be employed by the executive search agency throughout their placement at the GLA and the executive search agency will be responsible for paying their salary.

2.1.9 As part of the selection process, the executive search agency will provide the GLA with details of what fees will be charge for the selection process and during the interim's placement at the GLA.

2.1.10 The details of the role are in 1.4 above and the attached job description.

## 2.2 Part Two – recruitment to the permanent post of Assistant Director, HR & OD

2.2.1 The executive search agency will provide an executive search across the public, private and other suitable candidate pools to seek out experienced human resources and organisational development leaders who are seeking a new challenge.

2.2.2 The GLA is committed to building a workforce that is representative of the economically active population in London (46% women, 37% BAME and 13% disabled) and we are therefore keen to attract and interview a field that is reflective of this. We are particularly keen to attract candidates who are from underrepresented groups.

Knowledge, skills and experience:

2.2.3 The candidates need to have considerable experience in human resources and organisational development at a senior level and ideally CIPD qualified.

2.2.4 Candidates need to be strategic in their approach, forward thinking and innovative. They should be at the top of their profession and have already proved themselves at the highest level. They need the ability to lead a team of human resources and organisational development professionals and support the high-level performance of their team.

2.2.5 The candidates need to have significant leadership experience across large teams, managing change and structure, working across an organisation collaboratively and handling a political landscape with ease. They need to command the respect of their peers.

Requirements:

2.2.6 The executive search agency is expected to provide the full delivery service and meet the requirements as set out in this specification.

2.2.7 The remit of the executive search agency is to manage all candidates throughout the duration of the recruitment process, up to formal appointment.

2.2.8 The search requirements are to start in early September.

2.2.9 The executive search agency will provide the GLA with CVs of appropriate interested candidates. The timings of when this will happen and the number of candidates provided are for the executive search agency to advise the GLA and may make up part of the selection process.

2.2.10 The GLA will shortlist the candidates and invite selected candidates to interview.

2.2.11 Once a successful candidate has been identified, the GLA will then take responsibility for the rest of the recruitment process – obtaining references, sending the offer letter and contract etc.

2.2.12 It should be noted that at the same time as the executive search agency are sourcing candidates for the permanent vacancy, the GLA will advertise the vacancy internally to our staff, in accordance with our recruitment policy.

## 3. Equalities and diversity

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3.1 As a public body, the GLA is subject to legislation concerning equality and discrimination. This legislation includes Equal Pay Act 1970, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Equality Act 2010. These pieces of legislation place a general duty upon the GLA to have due regard to the need to tackle discrimination; promote equality of opportunity; and promote good relations.

3.2 In practice, this means making sure that the duty is central to the way in which any function is carried out and where equality is relevant. This general duty applies not only to services provided directly by the GLA (and the whole of the GLA group), but also to services delivered by third parties, including suppliers, on their behalf.

3.3 In March 2005, the GLA group published a statement of principles on Supplier Diversity to ensure that the purchase of goods, services and facilities is undertaken in line with its equalities and diversity commitments and wherever possible is from agencies or companies that share its values on equality of opportunity and diversity.

4.1 For both parts of the specification, the interim recruitment and the permanent recruitment, we require the executive search agency to be able to demonstrate the following:

- Working with clients such as the GLA to understand their requirements.
- An understanding of the GLA and what it will mean to the successful candidate to work in a political environment.
- Recruiting candidates who are representative of London's diversity.
- Attracting and appointing high quality candidates to senior HR & OD positions.
- Providing a high-quality engagement approach with end to end support to the GLA as the client and candidates.
- Conducting high quality searches within tight timescales.
- Recruiting candidates who understand the requirements being asked of them and their ability to commit to the requirements of the role.
- Pre-screening candidates to assess their suitability

## PERFORMANCE OF THE DELIVERABLES


For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	