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# **RM6002: Permanent Recruitment Order Form Template (Short Form)**

## Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number [RM6002 Permanent Recruitment](#).

<b>Buyer Name</b>	HM Revenue & Customs
<b>Buyer Contact</b>	
<b>Buyer Address</b>	

<b>Supplier Name</b>	Global Resourcing
<b>Supplier Contact</b>	
<b>Supplier Address</b>	

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	Lot 6: Executive Search - Digital, Data and Technology (DDaT)
<b>Call-Off (Order) Ref</b>	6000046579
<b>Order Date</b>	10/03/2021
<b>Call-Off Charges</b>	
<b>Call-Off Start Date</b>	10/03/2021
<b>Call-Off Expiry Date</b>	09/07/2021
<b>Extension Options</b>	Not Applicable
<b>GDPR Position</b>	Independent Controller

### CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the Framework Ref: RM6002 Permanent Recruitment

CCS website. Visit the [Permanent Recruitment](#) webpage and click the “Documents” tab to view and download these.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to, this Order Form, or presented at the time of delivery.

## **CALL-OFF DELIVERABLES**

### **The requirement**

Procuring the executive search services of Global Resourcing to identify suitable candidates for HMRC to interview for the role of Chief Data Officer within CDIO. The role is at SCS Pay Band level 2.

#### **1a. Agency Requirements**

##### **Before going live**

- To provide any required market intelligence to help the vacancy holder set expectations on the salary on offer.
- Assist with the pack creation if needed and provide a timeline for the campaign
- Attend planning meeting
- Arrange dates and times in panel member diaries for shortlist meeting, fireside chats and interviews
- Advertise the role

##### **Advert live**

- Actively engage with candidates against the criteria, encouraging a diverse shortlist throughout
- Ensure all candidates have completed their diversity monitoring forms, without this we cannot accept applications

##### **Shortlist and Assessment**

- Pre-sift comments and shortlist pack provided to panel (minimum 48 hours prior to sift meeting)
- Provide diversity data during shortlist meeting
- Attend longlist/ shortlist meeting and record outcomes
- Interview longlisted candidates and provide reports 48 hours before the shortlist meeting
- Outcome released to candidates and shortlisted candidates invited to book their interview slot (within 24 hours).
- Arrange for assessments such as psychometrics/ staff engagement exercise if required
- Undertake specific checks if needed
- Take up references if required by the panel
- Interview Packs provided to panel with any panel supplied to PO for distribution to panel members. (minimum 48 hours prior to interviews)
- Attend wash-up meeting after interviews to discuss outcomes

## **Offer**

- Provide diversity data to Exec Resourcing team
- Keep all candidates engaged and warm throughout the process
- Extend offer to successful candidate and manage them through the process and possible counter offers
- Reject other candidates and provide feedback if possible
- Assist the Exec Resourcing team with on-boarding checks and provide candidate information

## **1b. Milestones**

- Stage 1 – 25% of fee upon placement of advert
- Stage 2 – 25% of fee paid once shortlist signed off by customer
- Stage 3 – 50% of fee paid upon when candidate starts in role

## **1c. Background to HMRC**

HM Revenue & Customs (HMRC) is the UK's tax, payment and customs authority. Its ability to swiftly and accurately collect and distribute funds underpins the delivery of the UK's public services and the targeted support to families and individuals. HMRC's services are part of the UK's critical national infrastructure. HMRC also protects the fairness of the tax system by making it hard for the dishonest minority to avoid payment of their taxes, undertaking debt collection and legal enforcement of those who try to avoid or evade their responsibilities. It has a workforce of approximately 58,700 FTEs, ranging from customer service advisors to data analysts.

For the financial year 2018-19, HMRC:

- collected £627.9bn in total tax revenue;
- made total benefits and credits payments of £40.1bn to 3.3m families;
- delivered £576m in sustainable cost savings;
- had 93.5% of Self-Assessment tax returns filed online; and
- had a total of 19m customers signed up for Personal Tax Accounts.

HMRC has four strategic objectives that guide everything it does:

- Collect the right tax and pay out the right financial support;
- Make it easy to get tax right and hard to bend or break the rules;
- Treat everyone fairly and protect society from harm; and
- Make HMRC a great place to work.

## **1d. About the role**

The Chief Data Officer role is one of the biggest roles in the UK, given the number of transactions HMRC deals with daily. Working to the Chief Digital and Information Officer, the Chief Data Officer sits on the CDIO senior leadership team with overall responsibility for managing HMRC's information and data strategy, data compliance and governance. There is also an opportunity to be a key influencer working across Government.

## **Key Responsibilities**

- Accountable for implementing a data centric cultural change across HMRC.

- Accountable for HMRC data strategy including strategic vision, technology and process roadmap, direction and budget, ensuring that execution of the strategy is aligned with organisational objectives.
- Leading the work to ensure that the department meets GDPR compliance and be the liaison point for the ICO and the National Advisory Council.
- Implement and drive policy changes across HMRC and the wider Government.
- Deliver a set of data standards to internal customers and programmes across HMRC in a way that is agile and risk-informed.
- Drive data engineering teams to establish and maintain HMRC's data to ensure that information assets and associated technology, applications, systems, infrastructure and processes are adequately protected in the ecosystem in which HMRC operates.
- Strengthen HMRC's data analytics and insight capability, recognising the benefits from opensource data science led approaches.
- Ensure data compliancy and that appropriate controls are in existence throughout the CDIO organisation and the wider HMRC business covering the development lifecycle, from design through to implementation.
- Drive the implementation of data lifecycle management, including policy, standards, monitoring and continuous improvement.
- Provide leadership oversight to ensure risk that HMRC and our customers face are addressed effectively and expeditiously; Ensure appropriate response to data related incidents and drive continuous improvements by learning from them.
- Ensure the design, development, operation, evolution and promotion of a business continuity model that is fit for purpose.
- Work with the Head of Architecture and Innovation and other CDIO leaders to build alignment between the data and enterprise architectures, thus ensuring that information management requirements are implicit in these architectures.
- Contribute to overall CDIO policy making and strategy for infrastructure and application services including strategic planning and procurement decisions.
- Lead and motivate a team of approx. 90 people, develop and appraise team members, while building the right culture to deliver a customer-centric, effective and coherent security.
- Facilitate an appropriate data governance structure; provide regular reporting on the current status of the data and data protection program to senior leaders including the Executive Committee and Audit and Risk Committee.
- Build and nurture external networks consisting of peers in government and industry, ecosystem partners, vendors and other relevant parties to address common trends, findings, incidents and data risks.
- Liaise with external agencies, such as law enforcement and other advisory bodies, including National Technical Authorities, as necessary, to ensure that the organization maintains a strong data and insight posture and is kept well-abreast of the relevant developments identified by these agencies.
- Represent HMRC on relevant cross-government Boards and engage with the Government Security Group to influence the cyber, physical and personnel security agenda across government.

- Play a proactive role in influencing and delivering cross-government data transformation in partnership with the Government Digital Services Group.

### **1e. Person Specification**

To be successful in this role candidates must be able to demonstrate the following essential criteria within their application.

#### **Essential Criteria**

- Track record in developing and progressing a data strategy whilst managing Data across a complex IT environment with experience of opensource, cloud, distributed computing, data lakes and environments for data analytics, including high end data science.
- An excellent understanding of information flows and control principles and technology, gained from experience in data management, Risk, Quality and Compliance roles
- Able to demonstrate track record in researching new technology and designing innovative solutions.
- Demonstrable experience of anticipating major change and then preparing the organisation to meet the change, managing confidently through uncertainty and bringing stakeholders along the journey.
- Demonstrated commitment to delivery against leading practice professional standards and expertise.
- Tangible experience of developing senior relationships both internally and externally with external service providers, other business leaders and senior stakeholders.
- Extensive technical knowledge and experience in multiple aspects of data and compliance.
- Technical credibility and independent judgment and decision-making on all data matters.
- Proven leader with strategic influencing skills, strong decision making, negotiating and conflict resolution skills, effective relationship building skills, and ability to coordinate several activities and priorities simultaneously.
- Proven ability in building, empowering, coaching and guiding teams and senior level managers across security and compliance disciplines – providing directional leadership, management, guidance and coaching across multiple locations.

### **1f. Buyer and Supplier engagement**

Further detail around the requirements and key deliverables for the role shall be conveyed to the Supplier via an appropriate planning meeting, which will include at least:

- drivers around the vacancy;
- achievements required of the successful candidate;
- measures of success;
- key skills, experience and competencies of the candidate;
- 'what really counts';
- attractiveness of the remuneration package – salary, pension, other etc.;

- agreeing a salary package with the Cabinet Office/HM Treasury as appropriate;
- the use of Search Consultants and the basis on which they are to be / have been selected;
- ensuring diversity, and the importance of obtaining Diversity Monitoring forms from all candidates;
- advertisement on standard job boards;
- selection of Panel membership, including reasons for choice and experience in interviewing (plus any matters relating to actual or perceived conflicts of interest regarding panel members);
- detailed arrangements including advertising, long listing (including pre-sifting by consultant or department), consultant interviews, shortlisting, assessment testing (including psychological testing), final interviews (split, panel, series of one-on-one, or a combination);
- overall timetable and key dates;
- handling of any candidate's conflict of interest;
- due diligence checks by the Buyer and Supplier;
- enquiring about conflicts of interest at interviews;
- expected role of the Buyer (HR Operations) will be in preparing Selection Panel members (e.g. briefing on role with reference to the Commission's Recruitment Principles), managing the project timetable, attendance at long and short-listing meetings, managing the Search Consultant, conclusion of final interviews and in ensuring diversity monitoring data is provided to the Commission by the conclusion of the competition; and
- any Ministerial or functional interest and how to accommodate it.

#### **1g. Additional HMRC specific terms & conditions**

The following additional HMRC specific terms & conditions shall also apply:

- The Supplier shall, at all times, comply with the Value Added Tax Act 1994 and all other statutes relating to direct or indirect taxes.
- Failure to comply may constitute a material breach of this Contract and HMRC may exercise the rights and provisions conferred by the Condition of Termination in the relevant contract.
- The Supplier shall furnish to HMRC the name, and if applicable, the Value Added Tax registration number, PAYE collection number and either the Corporation Tax or Self-Assessment reference of any agent, supplier or subcontractor of the Service Provider prior to the commencement of any work under this Contract by that agent, supplier or sub-contractor. Upon a request by the HMRC, the Supplier shall not employ or will cease to employ any agent, supplier or sub-contractor.
- The Supplier shall ensure that all personnel (employees, sub-contractors, associates etc) providing services have been checked in accordance with the HMG Baseline Personnel Security Standards (BPSS).

## PERFORMANCE OF THE DELIVERABLES

<b>Key Staff</b>
<div style="background-color: black; width: 100%; height: 20px;"></div> <div style="background-color: black; width: 100%; height: 20px;"></div>
<b>Key Subcontractors</b>
Not Applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<div style="background-color: black; width: 100%; height: 20px;"></div>	Signature:	<div style="background-color: black; width: 100%; height: 20px;"></div>
Name:	<div style="background-color: black; width: 100%; height: 20px;"></div>	Name:	<div style="background-color: black; width: 100%; height: 20px;"></div>
Role:	<div style="background-color: black; width: 100%; height: 20px;"></div>	Role:	<div style="background-color: black; width: 100%; height: 20px;"></div>
Date:	<div style="background-color: black; width: 100%; height: 20px;"></div>	Date:	<div style="background-color: black; width: 100%; height: 20px;"></div>