**RECRUITMENT OF NON-EXECUTIVE MEMBER FOR THE EXECUTIVE COMMITTEE OF THE ARMY BOARD AND CHAIR OF THE ARMY AUDIT AND RISK ASSURANCE COMMITTEE**

**Statement of Requirement**

Purpose of the project

1. Seeking a search firm to undertake the recruitment of a Non-Executive Member for the Executive Committee of the Army Board (ECAB) and Chair of the Army Audit and Risk Assurance Committee (AARAC).
2. This is a high priority task as there is a requirement for the successful candidate to be in post before **31 May 24**. The urgency will impact on timeline for the recruitment stages, so a prompt start to the recruitment is important.
3. The contract will be for the recruitment of the Non-Executive Member for the ECAB who will also sit as Chair of a sub-committee of the Board, the AARAC. This post requires a very specific skillset and therefore internal recruitment is not an option for this post. Engaging an experienced recruitment consultancy will enable us to reach a wider audience with the required experience and skill. Similar approaches have previously been successfully used across the department to ensure we have the best choice of candidate and achieve the best value for money from the appointment.
4. Throughout this document the term “search firm” will be used.

Scope of the Service

1. **General Requirements**
   1. The search firm shall identify and recruit experienced candidates with relevant Qualifications and skills, against a job description and person specification (or equivalent) provided by the sponsor.
   2. In addition, the search firm shall give particular attention to diversity and inclusion targets for the flow of ethnic minorities and disabled people. The search firm shall support the sponsor in achieving overarching government objectives and each sponsor’s departmental priorities. Further details can be found at: [Public appointments diversity action plan - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/public-appointments-diversity-action-plan).
2. **Go live stage**
   1. The advertising stage will be managed by both the Defence Business Services (DBS) and the search firm.
   2. DBS will be responsible for signposting applicants via the Cabinet Office (CO) website to the search firm application process. The search firm will logging applications including collating diversity info in line with DBS requirements.
   3. The search firm shall provide a dedicated contact for enquiries from prospective candidates.
   4. The search firm shall be responsible for the commission and payment of any advertising platform approaches.
   5. The search firm shall ensure an understanding of and fully support the sponsor’s diversity and inclusion strategies. This should include developing innovative strategies which succeed in contributing towards the government’s diversity targets for Public Appointments.
   6. The search firm shall encourage candidates applying for the role to complete the diversity information form on the Cabinet Office website.
   7. The search firm shall source candidates to the required standard in line with the job description and person specification (or equivalent) provided by the sponsor, and ensure the candidate is made aware of the recruitment timescales and any relevant security requirements.
   8. Once the advert closes, the search firm will collate and share the application documents with the sponsor.
3. **Shortlisting stage**
   1. The search firm will lead on the shortlisting stage including briefing applicants and helping with any questions they may have about the role. At times, the search firm may need to redirect questions to the sponsor team.
   2. The search firm will also produce the sift panel pack with the covering letters and CVs. They should also let the panel know when the panel packs will be made available.
   3. The search firm will be the main point of contact for candidates to help guide them through the process as well as working with the panel to answer any questions they may have on individual candidates or the field.
   4. The search firm will conduct their own internal sift of candidates and preliminary interviews prior to the panel convening but this is just to help advise the panel. The panel will make the final decision on which candidates are recommended for interview.
   5. The sponsor will confirm the date, time, and location of the shortlist meeting.
   6. The search firm will need to be present at the shortlist meeting.
   7. The search firm and sponsor team will carry out due diligence on the shortlisted candidates.
   8. The search firm shall ensure that any potential conflicts of interest are identified, captured and are appropriately and sensitively managed.
   9. The search firm will carry out due diligence on social media history and the references for the shortlisted candidates.
4. **Interview stage**
   1. The search firm will carry out the admin work during interview stage such as inviting candidates to interview and standing down those not shortlisted. The search firm in conjunction with the sponsor will produce the interview panel pack, and any other duties required at this stage.
   2. If the approving authority would like to meet the candidate, the sponsor and the search firm will work together to arrange this. The sponsor will engage with the approving authority’s office to arrange the date/s and the search firm will confirm this with the candidates.
   3. The search firm will in conjunction with the sponsor provide candidates with feedback, if requested.
   4. The approving authority will send out the appointment letter to the successful candidate. The search firm will stand down the unsuccessful candidates. DBS will start the onboarding process for the successful candidate, security checks, and publish the announcement.
   5. The search agency will provide the sponsor with a full pack of completed paperwork on completion, for auditing purposes.

Throughout the recruitment

1. The search firm and sponsor will have a weekly or fortnightly meeting during the advertising period to discuss progress and keep each other updated.
2. The search firm can be asked to send a follow up readout of the meeting outcomes. Catch up meetings can be held during the later stages if needed.
3. The panel will use the standard templates at all stages wherever possible for consistency and auditing purposes. The templates must be approved by the sponsor.

Complaint and escalation procedure

1. The search firm shall acknowledge within 2 working days or receipt any formal complaints. All complaints handling procedures must be made clear in the published campaign literature.
2. The search firm shall manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

Costs

1. The search firm shall be aware that the sponsor will only pay contract charges relating to the services delivered by the search firm which are the subject of a valid Order.
2. The search firm shall ensure all invoices to sponsor shall be clear, accurate and transparent.
3. Payment to the search firm will be made as a Fixed Fee paid at the following milestones:

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1. If the appointed candidate leaves for any reason within 6 months of the appointment contract start date, the search firm shall refund 50% of the total fee or provide a free of charge replacement search.

Security Requirements

1. DBS will provide relevant employment and vetting checks.
2. The search firm shall make their personnel aware that the objective of validating and verifying the information provided by the candidate is to ensure that the information relates to that candidate, confirms that the candidate’s identity is genuine and relates to a real and living person, and establishes that the candidate owns and is rightfully using that information.

**Action Plan**

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