



CONTENTS

1.	PURPOSE.....	2
2.	BACKGROUND TO THE CONTRACTING AUTHORITY.....	2
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	2
4.	SCOPE OF REQUIREMENT.....	3
5.	THE REQUIREMENT.....	3
6.	KEY MILESTONES	4
7.	AUTHORITY’S RESPONSIBILITIES.....	4
8.	REPORTING.....	4
9.	VOLUMES.....	5
10.	CONTINUOUS IMPROVEMENT	5
11.	QUALITY.....	5
12.	PRICE	5
13.	STAFF AND CUSTOMER SERVICE.....	5
14.	SERVICE LEVELS AND PERFORMANCE	5
15.	SECURITY REQUIREMENTS.....	6
16.	INTELLECTUAL PROPERTY RIGHTS (IPR)	7
17.	PAYMENT.....	7
18.	LOCATION.....	8
	ANNEX 1 – SAMPLE JOB DESCRIPTION.....	9

1. PURPOSE

- 1.1 The Department for Communities and Local Government or ‘DCLG’ (here after referred to as the “Authority”) is seeking to award a Contract with a recruitment agency (here after referred to as the “Supplier”) to work as recruitment partners to fill Grade 6/7 finance roles within the Authority in 2017. The Authority is seeking support for placing a pipeline of up to eight Grade 6/7 candidates (senior managers) during 2017.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Authority's job is to create great places to live and work, and to give more power to local people to shape what happens in their area. The Authority's responsibilities are:
- driving up housing supply;
 - increasing home ownership;
 - devolving powers and budgets to boost local growth in England; and
 - supporting strong communities with excellent public services.
- 2.2 The Authority's Finance function, where the roles are to be placed, is within the FIRST directorate. FIRST has around 150 staff, most of whom are based in London. The Authority also has a transactional services team based in Hemel Hempstead.
- 2.3 The Authority currently has a raised profile in Whitehall because of the current Government's focus on housing supply and home ownership. The Authority's finance function includes corporate finance, shared services, business partners, sponsorship teams, a change function and the intelligent client function.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Authority requires a Supplier who can provide high quality, qualified and experienced move-ready candidates to fill key finance roles at Grade 6/7 level. The Authority expects the Supplier to demonstrate a track record of placing high quality candidates into public sector finance roles at senior management level. The Authority requires the Supplier to work flexibly, enabling the Authority to go out to market quickly once a vacancy is identified making use of their existing portfolio of candidates as well as reaching new candidates.
- 3.2 In support of this aim, the Supplier will manage the process of recruitment for the Authority, involving the Authority in key decision points. As well as managing the recruitment, the Authority requires the Supplier to raise its profile as a great place to work in Government Finance both through the marketing materials they produce and the professional service they provide. The Supplier will also manage any applications from internal candidates.
- 3.3 The Authority will appoint a Supplier to provide support for one year initially, with the option to extend by one year should the Authority require it. Any extensions will be undertaken at the Authority's discretion and cannot be guaranteed. The Authority has an indicative volume of eight roles that the Authority expects to place with the Supplier throughout the term of the Contract.

OFFICIAL

- 3.4 The Authority also requires the Supplier to comply with [Civil Service Recruitment principles](#)¹.

4. SCOPE OF REQUIREMENT

- 4.1 The requirement is for the provision of recruitment services, covering recruitment to Grade 6/7 level finance roles. An example Job Description is provided in Annex 1 of this document.
- 4.2 The Supplier will be responsible for managing both internal (i.e. the Authority's existing staff) and external candidates through this process.
- 4.3 The Authority expects up to eight vacancies to be placed with the Supplier during the term of the Contract.
- 4.4 The requirement also includes the development of materials at the start of the Contract to support recruitment during the Contract (for example, marketing materials).

5. THE REQUIREMENT

- 5.1 The requirement includes:
- 5.1.1 Creation of advertising materials to support recruitment during the Contract, including a recruitment micro-site. (The Authority would retain ownership of any materials on completion of the Contract) in collaboration with the Authority's staff;
 - 5.1.2 Create a micro-site about working in DCLG finance. The micro-site will be hosted on the Potential Provider's recruitment web-site and will not require the creation of an entirely new dedicated web-site. The micro-site will be for information purposes only and will not require any functionality (e.g. the option to submit applications online).
 - 5.1.3 Vacancy notification, advertising of vacancies (including security clearance guidance), application enquiry support, application pack dispatch, application management;
 - 5.1.4 Light-touch, occasional advice to the Authority on job descriptions;
 - 5.1.5 Sifting to develop the long list, and working with the Authority to agree the final short list for interview;
 - 5.1.6 Arranging interviews and appointments for assessment, which will be held at the Authority's offices (Interview panels will be the Authority's staff);
 - 5.1.7 Maintaining communications with and supporting successful candidates during the period between offer and start;
 - 5.1.8 Maintaining a list of successful candidates who are not appointed for future jobs; and
 - 5.1.9 Providing management information to the Authority's hiring managers.

¹ <http://civilservicecommission.independent.gov.uk/wp-content/uploads/2015/05/RECRUITMENT-PRINCIPLES-FINAL.pdf>

- 5.2 The Supplier will be responsible for managing both internal (i.e. existing staff) and external candidates through this process.
- 5.3 The Authority are keen to attract people from a diverse background. The Supplier will be required to develop and implement strategies to ensure diversity amongst the candidates offered to the Authority.

6. KEY MILESTONES

- 6.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Requirement 5.1.1 - Creation of advertising materials (to have agreed and published).	Within three (3) weeks of Contract Commencement.
2	Requirement 5.1.4 - Sifting to develop the long list.	Long list within two (2) weeks of the Authority placing a Job Description (JD) with the Supplier, short-list agreed within three (3) weeks of the Authority placing a JD with the Supplier.
3	Requirement 5.1.5 - Arranging interviews and appointments for assessment.	Interviews agreed with the Authority within two (2) weeks of milestone 2 completion.
4	Successful appointment and signing of contract with Candidate.	Signed candidate contract returned to the Authority within two (2) weeks of offer letter being sent by HR Shared Services.

7. AUTHORITY'S RESPONSIBILITIES

- 7.1 To provide information about interview panel availability within one week of placing a vacancy with the Supplier.
- 7.2 To review progress on the Contract monthly with the Supplier and review and agree expenditure incurred.

8. REPORTING

- 8.1 The Authority requires monthly face to face progress meetings with the Supplier to review progress and agree expenditure incurred. These meetings will be held at the Authority's offices.
- 8.2 The Authority also requires weekly updates during a recruitment campaign (to include progress that week, expected progress in the following week, inputs required from the Authority in the next week, any outstanding actions).



9. VOLUMES

9.1 The Authority expects up to eight vacancies to be placed with the Supplier during the initial terms of the Contract.

10. CONTINUOUS IMPROVEMENT

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

10.2 The Supplier should present new ways of working to the Authority during quarterly Contract review meetings.

10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

11. QUALITY

11.1 The Authority requires the Supplier to demonstrate understanding of, and comply with, Civil Service Recruitment principles.

12. PRICE

12.1 The maximum value of the Contract is £80,000.00, including expenses but excluding VAT.

12.2 The Supplier will invoice for services as incurred with a maximum of 25% (per post placed with Supplier) being billable prior to successful appointment of the candidate. The balance will be paid on successful appointment.

12.3 Following appointment of the candidate, should the candidate not pass their probation period or leave the Civil Service within 6 months, the supplier will agree to re-advertise and appoint to the role within costs already incurred.

12.4 Pricing will be on a ‘placement’ basis, Potential Providers should also include details of the discount that would be applied if the Authority’s internal candidate were placed in the role.

13. STAFF AND CUSTOMER SERVICE

13.1 The Authority requires the Supplier to appoint a Project Manager, who will oversee the running of the Contract and be the Authority’s principal point of contact.

13.2 The Authority requires the Supplier to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.

13.3 The Supplier’s staff assigned to this Contract shall have the relevant qualifications and experience to deliver the Contract.

13.4 The Supplier shall ensure that staff understand the Authority’s vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

14. SERVICE LEVELS AND PERFORMANCE

14.1 The Authority will measure the quality of the Supplier’s delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
---------	--------------	---------------------	--------



1	Quality and number of candidates on long list	A long list of candidates of appointable quality for each vacancy advertised (i.e. that meet all essential requirements for the role)	A minimum of six candidates on the long-list for each role advertised, within 2 weeks of advertising vacancy
2	Develop and maintain high quality advertising materials for each vacancy, and Authority's finance	High quality advertising materials, targeted at the right channels	Authority's approval
3	Quality and number of candidates on short list	A short list of candidates of appointable quality for each vacancy (i.e. that meet all essential requirements for the role)	A minimum of three candidates on the short-list for each role advertised, within 3 weeks of advertising the vacancy
4	Candidate placement	Candidates sign contract of employment	Within one week of offer

14.2 Failure to deliver on KPI 1 and 3 may result in the vacancy being re-advertised. The costs of this would be borne by the Supplier.

14.3 If the Supplier fails to provide appointable candidates at short or long list stage more than twice, the Contract can be terminated.

15. SECURITY REQUIREMENTS

15.1 All Personal Data received by the Supplier during the Contract shall be covered by the [Data Protection Act 1998](#)². (See Appendix C, paragraph 17)

15.2 Where the Supplier receives any Personal Data (as defined by the Data Protection Act 1998) ("the Act") in the performance of the Contract, it shall ensure that it fully complies with the provisions of the Act and only deals with the Data to fulfil its obligations under the Contract. The Supplier shall indemnify the Authority for any breach of the Act which

² <http://www.legislation.gov.uk/ukpga/1998/29/contents>

renders the latter liable for any costs, claims or expenses. In fulfilment of its obligations under the Act the Supplier shall each have such systems in place to ensure:

- a) Full compliance with the Act
- b) In particular, compliance with the Seventh Data Protection Principle which deals with the security of Personal Data
- c) The reliability of all its employees who may be involved in processing the Personal Data

15.3 The Supplier shall take all reasonable steps to ensure that all its partners contractors and agents comply with this clause where they are processing any Personal Data on behalf of the Authority. The Supplier shall allow the Authority reasonable access to such information as is necessary to ensure that it is complying with the above provisions and the Act as a whole.

15.4 There are no specific security requirements for the Supplier's staff working on this Contract. However, candidates and the Supplier's staff travelling to the Authority's offices should be aware of the heightened security arrangements in place and leave extra time for signing into the building (15-30 minutes is recommended).

16. INTELLECTUAL PROPERTY RIGHTS (IPR)

16.1 All intellectual property rights in any materials provided by the Authority to the Supplier for the purposes of this Agreement shall remain the property of the Authority but the Authority hereby grants the Supplier a royalty free, nonexclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Supplier to perform its obligations under the Agreement.

16.2 In the event that the Supplier uses any third party copyright or other intellectual property in its performance of the Services, it hereby represents, undertakes and warrants to the Authority that it shall possess and maintain all necessary licences, authorisations and consents for the Supplier and the Authority to use (with a right to sublicense) such copyright or intellectual property for the purposes of this Agreement.

16.3 All intellectual property rights in any materials created or developed by the Supplier pursuant to this Agreement or arising as a result of the provision of the Services shall vest in the Authority and the Supplier hereby assigns by way of current assignment of future rights with full title guarantee free from any restrictions or third party right, all such Intellectual Property Rights to the Authority and undertakes to procure that any third party engaged by the Supplier to produce materials pursuant to this Agreement shall assign such Intellectual Property Rights to the Customer.

17. PAYMENT

17.1 Payment of fixed costs (as defined in Appendix E) will be made following the Authority's approval of the materials.

17.2 Full costs for recruitment campaigns can only be charged to the Authority following successful placement of the role. Up to 25% of the final campaign cost can be charged in advance of this in one lump sum.



- 17.3 Following appointment of the candidate, should the candidate not pass their probation period or leave the Civil Service within 6 months, the supplier will agree to re-advertise and appoint to the role within costs already incurred.
- 17.4 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 17.5 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

18. LOCATION

- 18.1 The location of the Services will be carried out at the Supplier's own offices, apart from monthly meetings and interviews which will be at the Authority's head office, in 2 Marsham Street, London, SW1P 4DF.



ANNEX 1 – SAMPLE JOB DESCRIPTION

Financial accountant

Job description

The financial accountant provides advice, support and challenge on accounting and budgeting to the department's Finance Director, Business Partners, Credit Risk team and bodies within the Department's wider family (such as the Homes and Communities Agency and the Ebbsfleet Development Corporation).

Your advice will be sought on the most appropriate accounting and budgeting treatment during all stages of policy development including during formation, whilst business cases are developed and when transactions first appear in the Department's accounts.

The job is very varied and spans a wide range of policy areas, including:

- Loans and guarantees for building new homes
- Equity support for home buyers
- Development funds that support local growth, including joint ventures and how these are consolidated
- Whether transactions are off- or on- balance sheet, including both the impact on departmental and national accounts

As well as responding to ad hoc requests for advice, you will also anticipate and prepare for changes in the wider strategic environment.

You will also be responsible for developing technical accounting knowledge in the wider finance division, supporting the Head of Finance Profession working with an SEO.

Staff working at this level are expected to play an active role as leaders within Finance, leading change and improvement across their areas.

This is an opportunity to work in a fast-paced environment developing commercial experience on high profile policy areas, and build a strategic understanding of the links between technical accounting and policy development.

Essential skills and experience

- Hold a recognised CCAB qualification
- Ability to interpret financial reporting standards, and provide advice to a wide range of stakeholders

Desirable

- Experience of government budgets and financial reporting is desirable but not essential

OFFICIAL