



Crown
Commercial
Service

RM6002: Permanent Recruitment Order Form Template (Short Form)

RM6002 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](#).

| | |
|---------------------------------------|--|
| Buyer Name | Department for Environment, Food and Rural Affairs(DEFRA) |
| Buyer Contact | |
| Buyer Address | Nobel House, 17 Smith Square, London, SW1P 3JR |
| Invoice Address (if different) | Accounts-Payable.def@sscl.gov.uk or Shared Services Connected Limited, PO Box 790,Phoenix House, Celtic Springs Business Park,Newport,Gwent,NP10 8FZ |

| | |
|-------------------------|---|
| Supplier Name | Michael Page International Recruitment Ltd |
| Supplier Contact | |
| Supplier Address | Victoria House, Southampton Row, London, WC1B 4JB |

| | |
|-----------------------------|--|
| Framework Ref | RM6002 (Permanent Recruitment) |
| Framework Lot | Lot 3 |
| Call-Off (Order) Ref | 29573 |
| Order Date | 10/06/2020 |
| Call-Off Charges | <div></div> (See Appendix 2: Michael Page Proposal and Appendix 3: Sample Price Schedule) |
| Call-Off Start Date | 10/06/2020 |
| Call-Off Expiry Date | 09/06/2021 |
| Extension Options | Up to 1 month |
| GDPR Position | 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 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 |
|---|
| To fill the vacancies as listed below (See Appendix 4: List of Vacancies) |

PERFORMANCE OF THE DELIVERABLES

| Key Staff |
|---------------------------|
| |
| Key Subcontractors |
| N/A |

THE SUPPLIER AGREES to enter a legally binding contract with the Contracting Authority to provide to the Contracting Authority the Services specified in the Service Order Requirements set out in this Order Form

Execution of this Call-Off Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

Please find attached Appendices as per list below:

- Appendix 1- List of Approved Users (pg.3)
- Appendix 2- Michael Page Proposal (pg.4)
- Appendix 3- Sample Price Schedule (pg.5)
- Appendix 4- List of Vacancies (pg.6-7)
- Appendix 5- Job Descriptions (pg.8-13)

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Appendix 1 - List of Approved Users

This list identifies those individuals within the Buyer Organisation that are authorised to access the framework and place orders with the Supplier.

| Name | Job Title | Contact Details |
|------------|--------------------|--------------------------------|
| ██████████ | ██████████████████ | ██████████████████████████████ |

Appendix 2 - Michael Page Proposal

Costs

As discussed, the cost breakdown.

There will be an initial payment of [REDACTED], we will then deduct the [REDACTED] off the first 15 placements. Each placement fee is to be charged at [REDACTED] of initial salary.

What the [REDACTED] will cover is:

1x Mini-site

3x Talent Maps

The mini-site usual cost is [REDACTED] for a site which carries 5 roles – so standard total cost for a campaign like this would be [REDACTED]. All jobs posted on this site are also posted on a range of industry specific job boards. For 3x talent map solutions, the usual cost is [REDACTED] for one – so total cost would usually be [REDACTED]. This would come to a total upfront cost of [REDACTED], which is a [REDACTED] discount on the standard total costs.

Mini-site

The mini-site will include content and premium advert postings. This will run for the whole year and you will have first refusal on all candidates that apply via the website.

Talent Map

The Talent Map service is a completely unique offering we provide to our clients as an additional service to a campaign. This is a dedicated, specialist team who proactively approach the market, targeting specified profiles. The process runs in conjunction with all the actively I would perform in sourcing profiles for your roles.

Where the Talent Mapping team add significant value is in their dedicated approach to sourcing profiles from the passive as well as active candidate market, as well as the volume they'll produce for the campaign, all within a reasonable and agreed timeframe.

The strength of the passive profile can't be ignored, they are more likely to be exclusive to your campaign and not influenced by external process or recruiters. By incorporating the passive market, we are significantly increasing the profile selection volume for you and are often able to draw people from the environments of your preference.

As a recruiter I am mostly engaged with candidates who are active/ passively active in the job market, except for when I go to specific profiles in my wider network. The Talent Map team will conduct their search based on your requirements within the right sectors/regions/ categories/ experience level and only approach profiles with a tailored message on LinkedIn – this is not a blanket approach, it is an exhaustive and time-consuming process targeting

Appendix 3: Sample Price Schedule

Below is a representation of the fees payable under this contract based on the starting salary of a London Based SEO. [Please note, the actual fees will be based on the starting salary of each candidate placed and will often be less than represented below.]

[illegible]

*Includes provision of a Mini-site for 1 year and 3 Talent Maps

Appendix 4: List of Vacancies

| Ref ID | Category | Grade | Comments |
|--------------|--|-------|----------|
| CORP005 | Category Officer - Workforce | HEO | |
| CORP012 | Category Officer - Corporate Solutions | SEO | |
| SCAH | Senior Category Officer - Science | SEO | |
| SCAH | Senior Category Officer - Science | SEO | |
| BUILD003 | Senior Category Officer - Science | SEO | |
| BUILD004 | Senior Category Officer - Science | SEO | |
| BUILD008 | Senior Category Officer - Office | SEO | |
| INFRA005 | Senior Category Officer - FCRM | SEO | |
| INFRA011 | Senior Category Officer - NW | SEO | |
| INFRA016 | Senior Category Officer - NE | SEO | |
| INFRA017 | Category Officer - NE | HEO | |
| INFRA023 | Senior Category Officer - Solihull | SEO | |
| INFRA024 | Senior Category Officer - Solihull | SEO | |
| INFRA029 | Senior Category Officer - Anglia | SEO | |
| INFRAEA | Senior Category Officer - NW | SEO | 1yr FTA |
| INFRAEA | Senior Category Officer - NE | SEO | 1yr FTA |
| INFRAEA | Senior Category Officer - Solihull | SEO | 1yr FTA |
| INFRAEA | Senior Category Officer - Anglia | SEO | 1yr FTA |
| INFRAEA | Senior Category Officer - Exeter | SEO | 1yr FTA |
| INFRAEA | Senior Category Officer - Worthing | SEO | 1yr FTA |
| TECH005 | Senior Category Officer - Env Quality | SEO | |
| TECH013 | Senior Category Officer - Food & Farming | SEO | |
| TECH025 | Senior Category Officer - Software & Service Desk | SEO | |
| TECH032 | Senior Category Officer - Connectivity | SEO | |
| TECH039 | Category Officer - Planning | HEO | |
| FFP | Senior Category Officer - FFP | SEO | 2yr FTA |
| FFP | Senior Category Officer - FFP | SEO | 2yr FTA |
| FFP | Category Officer - FFP | HEO | 2yr FTA |
| Forward Look | | | |
| INFRAEA | Senior Category Officer x 9 | SEO | |
| EGS020 | Senior Category Officer x 0.6 | SEO | |
| CORP015 | Category Officer - Prof Services | HEO | |
| TECH009 | Senior Category Officer - Flood & Water | SEO | |
| TECH024 | Senior Category Officer - Software & Service Desk | SEO | |
| TECH033 | Senior Category Officer - Connectivity | SEO | |
| SRM007 | Senior Commercial Officer COO - Policy and Process | SEO | |
| COO004 | Senior Commercial Officer COO - Commercial Support | SEO | |
| COO016 | Assistant Category Officer - Strategy and Planning | EO | |

Appendix 5: Job Descriptions

New SEO Senior Category Officer

Job Title

Senior Category Officer

Vacancy Reference

To be confirmed

Location

As per job advert

Grade and Salary

Grade SEO



Contract Type

If you are a current Civil Servant from another government department or agency then you will be appointed as a permanent transfer or, by agreement on loan. Any promotion will be permanent.

If you are an employee of an accredited NDPB then you will be appointed, by agreement, on secondment.

Summary

Defra group Commercial are looking to appoint Category Officers across a variety of customer groups to

- Support and lead the delivery of projects, procurements and contract / supplier management roles across an allocated customer category;
- Support the management and development of key supplier relationships to deliver exceptional performance in cost, service and quality;
- Build and sustain effective relationships with category customers;
- Provide day to day advice on commercial issues and governance across the relevant category, taking full account of risk, exploiting commercial opportunities and maximising value of money and savings.

Brief Overview:

Defra Group Commercial (DGC) is part of Defra, the central Government Department responsible for growing the rural economy; improving the environment; and safeguarding animal and plant health. DGC is responsible for providing a commercial service to organisations within the Defra Network.

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This post requires the post-holder to assist customers to deliver value effectively and innovatively so that the customer organisation outcomes and objectives can be met alongside the fulfilment of key corporate targets.

New HEO Category Officer

Job Title

Category Officer

Vacancy Reference

To be confirmed

Location

As per job advert

Grade and Salary

Grade HEO.

[REDACTED]

[REDACTED]

Contract Type

If you are a current Civil Servant from another government department or agency then you will be appointed as a permanent transfer or, by agreement, on loan. Any promotion will be permanent.

If you are an employee of an accredited NDPB then you will be appointed, by agreement, on secondment.

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animal and plant health. DGC is responsible for providing a commercial service to organisations within the Defra Network.

This role requires the post-holder to provide support to their customers to deliver value effectively and innovatively so that the customer organisation outcomes and objectives can be met alongside the achievement of key corporate targets.

The post-holder will be required to award and monitor high value, medium risk contracts in accordance with Defra's commercial policies and procedures. They will be expected to deliver propriety and value for money whilst applying commercial life-cycle principles.

The work will involve promoting commercial policies and procedures whilst influencing the final outcomes. It includes the provision of expert advice to the business on commercial issues and governance and operational support to the team.

The post holder will be expected to engage with colleagues across the country, building the Commercial network both internally and through the wider Defra network and Government Bodies.

The work that you will be doing

As a HEO Category Officer you will report to a Senior Category Officer (SEO) and will undertake activities at the agreed HEO level. This job description is generic and may apply to all Category Officer Posts. You might be asked to work (at an agreed level) across a number of different commercial areas within DGC.

You will

- Deliver and support in the delivery of projects, procurements and contract / supplier management across the full commercial life cycle providing functional / specialist input to improve ways of working and business change and efficiency.
- Be responsible for explaining specialist commercial guidance to operational teams in order to influence compliance with Defra policy / legislation / best practice ways of working and contribute to the delivery of business plans.
- Keep up to date on changing legislation / best practice externally, to inform internal priorities and appropriate alignment.
- Contribute to the development of Defra policy / process at national / local level and monitor and advise on effective implementation in the business, in line with environmental targets.
- Build and sustain effective relationships with operational customers to understand issues and provide effective response / steer for operational needs.
- Train and help others on policies, procedures, practices and techniques equipping them with the knowledge and skills to deliver their work in an effective and efficient manner.
- Support team members to deliver results on time, to required quality standards and cost to fulfil the business plan and achieve / support environmental goals.

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- Support the delivery of contracts such that sustainable impacts and opportunities are identified and managed throughout the commercial lifecycle.
- Manage your own resources to meet business needs, including electronic sourcing and contract management applications, to maximise the efficient and effective use of finances and people in order to ensure that all activities are completed to time, cost and quality targets.
- Support the development of Defra sub-category and category plans and develop your own market category knowledge and expertise.

You will be accountable for:

- The provision of day to day advice on commercial issues and governance, taking full account of risk, exploiting commercial opportunities and maximising value of money and savings
- The provision of support and the delivery of medium risk procurements utilising the following core commercial processes:
 - The preparation of initial sourcing strategies and contributing towards business plans;
 - Supporting and helping to deliver market engagement exercises;
 - Preparing pre-tender and tender documents in conjunction with customers ;
 - Running tenders in accordance with the Public Contracts Regulations 2015, including all requests for information documentation and the management of evaluations;
 - Preparing recommendations for tender outcome;
 - Preparing contract management documentation in conjunction with stakeholders.
- The use of leading practice commercial tools to develop and implement commercial strategies.
- Supporting the management of more complex contracts including:
 - The acceptance/signing of the contract including the resolution of assumptions before signing;
 - Leading the engagement/initial transition plan, including the development of exit/service transfer arrangements;
 - Engaging and training any customer stakeholders in the contract content, risk assumptions and KPI;
 - Preparing initial documentation such as risk register, report requirements, innovation report, and advice to supplier on invoice submission etc.;

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- Supporting contract meetings and escalate supplier and commercial issues;
 - Supporting negotiations for contract change, and implementing these in accordance with change governance procedures.
- Supporting the management and development of key supplier relationships to deliver exceptional performance in cost service and quality.
- Supporting the establishment and maintenance of excellent relationships within customer organisation and wider government with key stakeholders, raising the profile of commercial activity within customer organisations.
- Participating in the production of National/European Commercial standards and guidance to inform the business and improve commercial implementation, promoting commercial principles and applying policy where appropriate.
- Representing the Commercial team at meetings with internal stakeholders and deputising for the Senior Category Officer as required.
- Supporting colleagues, training them as appropriate to help support them with the knowledge and skills to deliver their work in an effective and efficient manner.
- The appropriate use of commercial and contract management IT systems and applications.
- Your own continuous professional development by keeping up to date on legislation, best practice and developing industry knowledge and commercial understanding within a commercial category, and using this knowledge to support development of the Category and Sub category plans.

Financial Scheme of Delegation

All Category Officers have a delegated authority at all stages of the commercial process to:

- Sign off of commercial strategies and contract award reports up to £100k.
- Make commercial commitments up to £100k per commercial project

Assessment Criteria

The Technical and Experience requirements for this post are detailed below. Also detailed below are the required Civil Service HEO Behaviours.

In addition to these elements we are hoping to appoint someone who is highly analytical and strives for the best commercial outcomes. We want you to be able to challenge and influence across complex and varied customer groups as well as to enjoy coming up with innovative solutions to commercial challenges. You will enjoy building networks and see good relationships as a key part of your expertise. It is important for you to feel rewarded by having provided a high quality professional service with measurable outcomes. Finally, you will enjoy

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building a positive team spirit and supporting your team to deliver expert outcomes that are valued by your customers.

Civil Service Behaviours

The following HEO Civil Service Behaviours are essential to this post and will be tested prior to interview

- Managing a Quality Service
- Communicating and Influencing
- Working Together
- Making Effective Decisions

Full details on the Civil Service Behaviours Framework can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf

Experience

The following Experience is essential to this post and will be tested at sift and interview.

- Experience at having influenced operational commercial decisions at an operational level;
- Evidence that you have a track record of having set high commercial standards and delivered measurable results in a complex and demanding environment;
- That you have supported medium risk contract award negotiations and resolved dispute resolutions through negotiation;
- A track record of having worked with stakeholders in a commercial environment and that you have successfully influenced and challenged to ensure the best result;
- A history of having built and maintained strong and productive working relationships with stakeholders and suppliers;
- Experience of having effectively analysed financial and non-financial information;
- A track record of effective communication with a wide range of stakeholders (at all levels) both in a technical and non-technical environment.
- That you have a track record of having delivered improvements to ways of working and that this has resulted in embedded change.

Technical

Although not essential, we would prefer you to be working towards (or be fully qualified) a MCIPS, IACCM. If this is not applicable then we will be looking for robust evidence of equivalent experience.

Other professional qualifications, such as Prince2, Lean or APM qualifications would be of significant interest as well.