

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

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

| | |
|---------------------------------------|--|
| Contracting Authority Name | Health and Safety Executive |
| Contracting Authority Contact | ██████████ |
| Contracting Authority Address | Redgrave Court Merton Road Bootle L20 3HS |
| Invoice Address (if different) | APinvoices-HAS-U@gov.sscl.com |

| | |
|-------------------------|--|
| Supplier Name | Reed Specialist Recruitment |
| Supplier Contact | ██████████ |
| Supplier Address | Beckwith House 1 Wellington Road North SK4 1AF |

| | |
|---|---|
| Framework Ref | RM6160: Non Clinical Temporary and Fixed Term Staff |
| Framework Lot | 1 – Administration and Secretarial roles |
| Call-Off (Order) Ref | 1.11.4.3771 – ██████████ |
| Order Date | 10 December 2020 |
| Call off Start Date | 30 November 2020 |
| Call-Off Expiry Date | 29 January 2021 |
| Termination Period | 1 week |
| GDPR Position | Independent Controller (default unless specified); |
| Number of roles required: | 1 |
| Number of CV's required: | 1 |
| Job role / Title | Band 2 Recruitment Lead |
| Temporary or Fixed Term Assignment | Temporary |
| Hours / Days required | 37 hrs per week – 42 days |
| Unsocial hours required – give details | N/A |
| High cost area supplement details | 1. None 2. Inner London 3. Outer London 4. Fringe |
| Immunisation requirements? (Fee type 1 only) | None |

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| | | |
|--|------------------------------------|--------------|
| Pay band | HSE Band 2 | |
| Fee Type | 2. Non-Patient Facing (Disclosure) | |
| Expenses to be paid or benefits offered | N/A | |
| Expenses to be paid by Temporary Worker | N/A | |
| Charge rates | Pre-AWR | Post-AWR |
| | £280.90 per day | £ (Hour/Day) |
| | £ (Hour/Day) | £ (Hour/Day) |
| Method of payment | BACS | |
| Discounts applicable | | |

| | |
|---|---|
| Criminal records check | <p>Yes</p> <p>Type: Basic DBS Date Issued: 24/11/2020</p> <p>If the DBS update service has been used, date of last check: DD/MM/YY</p> |
| BPSS required | Yes |
| State required clearance and background checking | |
| Skills, mandatory training and qualifications necessary for the role | <p>1. Experience of delivering complex recruitment campaigns.</p> <p>2. Influencing and communication skills with the ability to develop successful relationships with your stakeholders. Underpinned by sound analytical skills with the ability to present information clearly and persuasively using a variety of media.</p> <p>3 Experience of developing, improving and delivering a recruitment service in a changing environment, leading others to deliver.</p> <p>4 Experience of developing and producing MI to enable management of recruitment performance.</p> |

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the [Non Clinical Temporary and Fixed Term Staff](#) web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

| The requirement |
|---|
|  Band 2 agency - T3771.docx |

PERFORMANCE OF THE DELIVERABLES

| |
|--|
| Key Staff |
| Chris Wynne – Day to day manager and to authorise time sheets Chris.wynne@hse.gov.uk |
| Key Subcontractors |
| TRACEY BIRD |

| For and on behalf of the Supplier: | | For and on behalf of the Contracting Authority: | |
|------------------------------------|---|---|---|
| Signature: | | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: | 11/12/2020 | Date: | 14/12/2020 |