

**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.

|  |  |
| --- | --- |
| **Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)** | **REDACTED TEXT** |
| **Buyer Contact details** | Tel – **REDACTED TEXT**  e-mail – **REDACTED TEXT** |
| **Buyer Address** | 5th Floor, 151 Buckingham Palace Road, London SW1W 9SZ |
| **Invoice Address**  **(if different)** | BP2301, Benton Park View, Newcastle upon Tyne, NE98 1ZZ. |

|  |  |
| --- | --- |
| **Supplier Name** | Hays Specialist Recruitment Ltd |
| **Supplier Contact** | **REDACTED TEXT** |
| **Supplier Address** | 1st Floor, Ebury Gate, 23 Lower Belgrave St, London SW1W 0NT |

|  |  |
| --- | --- |
| **Framework Ref** | RM6002 (Permanent Recruitment) |

|  |  |  |
| --- | --- | --- |
| **Job Role - Title** | Director Health, Safety and Environmental Protection | |
| **Framework Lot** | Please check the appropriate box/s | |
| Lot 1 -  Lot 2 -  Lot 3 -  Lot 4 - | Lot 5 -  Lot 6 -  Lot 7 -  Lot 8 - |

|  |  |
| --- | --- |
| **Grade of Role** | SCS2 |
| **Direct Award authorised** | Yes -  No - |
| **Call-Off (Order) Ref** | CCHR19A56 |
| **Customer Department** | Ministry of Defence |
| **Order Date** | 16 July 2019 |
| **\*Call-Off Charges (check these against Lot, Role and rate card)** | **REDACTED TEXT** ex VAT.  **REDACTED TEXT** |
| **Call-Off Start Date** | 8th August 2019 |
| **Call-Off Expiry Date** | 29 November 2019 |
| **Extension Options** | No option to extend |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the CCS Core Terms and Joint Schedules’ can be viewed in the ‘Documents’ tab of the Permanent Recruitment framework page on the CCS website:

https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002

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** |
| **Help at planning stage to design a process and literature to support selection, to include:** Meeting with the vacancy holder to hear in depth view on the role and its responsibilitiesUnderstanding the role, directorate and future plans of the teamAdvising on length of advertising periodLikely search area for potential applicantsSuitable advertising sourcesSalary (although not a formal salary survey or piece of work)Approach to diversity and attracting a diverse fieldLaunching of the role via CS jobs and external mediaIncluding on the search supplier’s site (if they have one)Placement of advertisingVia external sources identified at the planning stageAn application list of suitability qualified and experienced candidates.The supplier to collate all applications via advertisingThe supplier to approach pro-actively the individuals identified as part of the search processA diverse field of applicantsBased on the conversations at planning around diversity and the make up of the team / department.A longlist of candidates to be interviewed preliminarily.After attendance at a longlist meeting with the selection panel which is chaired by a Civil Service Commissioner.A report is produced by the supplier containing all applications and their grading of their suitability based on the agreed person specification.Candidates are graded between A – B (A = recommended, B = marginal, C = not recommended)A total of roughly between 8 – 12 are invited to undertake a preliminary interview with the supplierA shortlist of candidates to be assessed and subject to a panel interview.A further shortlist report is produced by the supplier detailing the outcome of the preliminary interviews.The panel meet again (chaired by a Civil Service Commissioner)The panel agree to shortlist between 3-6 candidates.Candidate handling and literature confirming all assessments and interviews.Including date, time and location of interviews.Details of assessments including deadline.Confirmation in writing of all interview and assessment arrangements. **The Statement of Requirements is as follows:**  **REDACTED TEXT**  **The Supplier’s Response is as follows:**  **REDACTED TEXT** |

**PERFORMANCE OF THE DELIVERABLES**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT** | Signature: | **REDACTED TEXT** |
| Name: | **REDACTED TEXT** | Name: | **REDACTED TEXT** |
| Role: | **REDACTED TEXT** | Role: | **REDACTED TEXT** |
| Date: |  | Date: |  |