

RM6290: Executive and Non-Executive Recruitment Services Order Form

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6290 Executive and Non-Executive Recruitment Services. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)	Civil Service HR
Buyer Contact details	REDACTED
Buyer Address	6th Floor, 10 South Colonnade, Canary Wharf, London, E14 5EA REDACTED
Invoice Address (if different)	6th Floor, 10 South Colonnade, Canary Wharf, London, E14 5EA
Supplier Name	Capita Resourcing Ltd (Trading as Veredus)

Supplier Contact	REDACTED
Supplier Address	65 Gresham Street, London EC2V 7NQ

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	Director, Government Skills and Curriculum Unit - SCS2
Framework Lot	Lot 1 - <input checked="" type="checkbox"/> Lot 2 - <input type="checkbox"/>

Direct Award authorised	Yes - <input type="checkbox"/> No - <input checked="" type="checkbox"/>
Call-Off (Order) Ref	PRF/01/70
Customer Department	Cabinet Office - Civil Service HR
Order Date	22 nd March 2023

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £20,000 (ex VAT) paid at milestones.
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Call-Off Start Date	22 nd March 2023
Call-Off Expiry Date	22 nd September 2023
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms – Executive and Non-Executive Recruitment Services
Framework rates are fully inclusive of expenses, and the Framework terms as follows:

Fixed Fee paid at milestone

- 25% Placement of advert
- 25% Acceptance of shortlist
- 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within six months of the appointment contract start date, the supplier shall refund 50% of the total fee or provide a free of charge replacement search (the latter subject to the Hiring Manager or vacancy holder's sole discretion).
- Before payment can be considered each invoice must include a detailed elemental breakdown of work completed and the associated costs.
- Invoices should be submitted to: see above

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 Executive and Non-Executive Recruitment framework page on the CCS website: <https://www.crowncommercial.gov.uk/agreements/RM6290>

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

Bid Pack

Executive Search for the recruitment of the Executive Director, Government Skills and Curriculum Unit

See Annex 1 - Bid Pack

See Annex 2 - REDACTED

See Annex 3 - Pricing Proposal

PERFORMANCE OF THE DELIVERABLES

Key Staff

N/A

Key Subcontractors

N/A

Annex 1 – Bid Pack

Bid Pack for PRF Call Off Competition

1 – The Requirement

Job Title

Executive Director, Government Skills and Curriculum Unit

Location

Glasgow, York, London

Please note the requirements for travel and level of flexibility available as set out in the FAQs section.

Contract Type

This role is being offered on a permanent basis.

The Role

This is a significant leadership role at the heart of HR in the Civil Service. In this role you will ensure that the HR Function supports the Civil Service to deliver for the future.

The work of the GSCU touches every Civil Servant and is integral to the future capability of the Civil Service. It also has a key role in the modernisation and reform agenda, and is a lever through which CSHR can deliver its priorities. As the leader of this critical team, you will use your significant experience of developing large scale curriculums and operating in a large complex organisation to deliver for the Civil Service and the public.

This role is a fantastic opportunity for experienced leaders to bring significant expertise of working strategically across complex organisations to build consensus and deliver. Success

in this role will come from combining the strengths of multidisciplinary teams whilst drawing on your own expertise and credibility.

Key Responsibilities

The leadership requirements of this role are significant; as head of the Government Skills and Curriculum Unit you will be part of the Civil Service HR Leadership Team. Crucially your leadership will stretch into the wider public sector. While collaboration will be key to success, you will need to set direction and maintain momentum on a range of key responsibilities:

Responsibility for the Government Skills and Campus Unit

Responsibility for ensuring that every Civil Servant has the core skills so that we have a modern, efficient and effective Civil Service, including the right digital, data and STEM skills.

Provide clarity on what training is available at every level and ensure that the centrally delivered training is relevant, effective, engaging and value for money.

Ensure that effective quality assurance is in place, including the tracking and measurement of the impact of the training we deliver.

Ensuring that external accreditation of training is effectively used, and is of a high quality.

Research, understand and bring in innovation from around the world and from other sectors.

Ensure that we have the most effective delivery model for our training and appropriately use digital, online and face to face training.

Ensure that our people understand how they can develop their career and that we offer high quality and effective development programmes at all levels.

4

Ensure that our fast and emerging talent programmes (including Faststream and Apprenticeships) are delivering the right skills and a diverse pipeline of talent.

Effectively manage our suppliers on our training frameworks.

Ensure that we know the skills and training that our people have and that training records are portable as people move around the Civil Service.

Create an environment where all colleagues thrive, and are engaged, productive, and innovative;

Ensure true equality of opportunity in the Directorate addressing inequality effectively and transparently, and ensuring people from backgrounds underrepresented in the civil service are supported to flourish;

Operate strong financial control of resources, including management of various training budgets, ensuring that budgets are not exceeded and pressures are managed. Ensure Financial forecasts are accurate and represent the best estimate of likely financial spend. Encourage the delivery of additional efficiencies where possible and appropriate; Deliver at pace against challenging requirements and being a visible, confident, inspiring and empowering leader in CSHR and across the civil service.

Responsibility for the Government Skills and Campus Unit

Person Specification

The successful candidate will be able to demonstrate:

An excellent track record of building capability, driving a continuous learning culture and providing thought leadership on good practice in relation to capability, leadership, learning and talent;

Extensive experience in building strategies for leadership and management capability in large, complex organisations;

Excellent leadership skills with a track record of developing high performing multidisciplinary teams through effective leadership and role modelling;

Ability to build highly effective and trusting relationships, and work collaboratively with senior leaders from across the civil service and public sector, and beyond, including applying confidence and skill in influencing across the organisation;

Highly developed leadership skills including the ability to build, inspire and develop high performing teams, creating an environment of challenge, continuous improvement and openness to new approaches and behaviours; Strong communication skills with an ability to influence stakeholders across government, and beyond with ease, build consensus through effective relationships and challenge where necessary;

Ability to build highly effective and trusting relationships, and work collaboratively with senior leaders from across the civil service and;

Ability to build successful and diverse teams, actively seeking people with different background, experiences, and outlooks, who reflect the diverse geography and culture of the UK, and ensuring all can flourish and contribute.

An ability to look outwards, to see both the big picture – making strategic connections across complex interconnected, public, private and social sectors – and also the details and reality of measurable delivery in improve leadership and management.

Annex 2 – Supplier Proposal REDACTED

Annex 3 - [Pricing Proposal](#)

Table A - Prices for Services		
Company Name: Capita Resourcing Ltd (Trading as Veredus)		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 20,000.00

- The above fee is exclusive of the prevailing rate of VAT
- The above fee is inclusive of all Search, attraction and advertising costs.
- No additional services other than Executive Recruitment Services are required.