

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	Department of Health and Social Care
Contracting Authority Contact	
Contracting Authority Address	39 Victoria Street Westminster London SW1H 0EU
Invoice Address (if different)	

Name	IRG Advisors LLP trading as Odgers Interim Odgers Berndtson
Supplier Contact	
Supplier Address	

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Call-Off (Order) Ref	Test and Trace #728 – Regional Convenors and Senior Coordinators
Order Date	October 19 th 2020
Call off Start Date	June 2 nd 2020
Call-Off Expiry Date	March 31 st 2021
Extension Options	No extension post March 31 st 2020 unless agreed in writing Additional extensions to value to be agreed in writing by supplier and buyer
GDPR Position	Independent Controller
Number of roles required:	12
Number of CV's required:	12
Job role / Title	Senior regional Coordinators and Regional Convenors
Temporary or Fixed Term Assignment	Temporary assignment
Hours / Days required	Senior regional coordinators – 5 days a week Regional convenors – between 3-4 days a week Both roles with require on call rota weekend cover
Unsocial hours required – give details	Both roles with require on call rota weekend cover
High cost area supplement details	1. None

Immunisation requirements? (Fee type 1 only)	NA
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Pay band	Band 10C and Band 10D	
Fee Type	3. Non-Patient Facing (No Disclosure)	
Expenses to be paid or benefits offered	Expenses to be paid in line with DHSC expenses policy	
Expenses to be paid by Temporary Worker	NA	
Charge rates	Pre-AWR	Post-AWR
	██████████	██████████
	██████████	██████████
Method of payment	BACS	
Discounts applicable	NA	

Criminal records check	Not Applicable – BPSS will be required which will supersede DBS checks
BPSS required	Yes
State required clearance and background checking	BPSS clearance is required
Skills, mandatory training and qualifications necessary for the role	<p><u>Skills/knowledge/experience required for regional convenors:</u> Strategic leader Significant experience of managing priorities in a complex environment Significant experience of successful project management of high value projects. Significant experience of line managing project managers Experience of programme creation, analysis and interpretation. Well-organised, proactive able to identify areas of need and to manage outputs, assertive, well-disciplined and politically astute</p> <p><u>Skills/knowledge/experience required for snr coordinators:</u> Excellent interpersonal communication and influencing skills. Experienced in pro-active crisis management. Calm under pressure, problem solving and critical thinker. Customer focused. Detail planning oriented. Excellent motivational and leadership skills</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

Please provide details of the type of individual or organisation required to deliver the outputs or deliverables, including any specific skills, qualifications and experience

Regional convenors and Senior regional coordinators- Need to have recent experience in Local Government at a strategic level. They need to bring a wealth of experience knowledge and skills from a career in local government; an ability to work collaboratively, at pace in pressured situations and at a high strategic level.

As key parts of the regional teams their knowledge and skills will be visible to the other postholders who can learn about local government, working in political environments, critical thinking and leadership and crisis management from individuals who have led councils through turbulent and demanding times.

Regional Convenors – working alongside Chief Executives in Local Government the postholders will guide the development and publication of outbreak plans, offer assurance to Government and Government Departments re the efficacy of these plans. Postholder will need to have the confidence of local government and other local stakeholders; be able to review and comment on the appropriateness of plans; hold stakeholders to account for the effectiveness and implementation of the plans and outbreak management strategies. They will form part of the regional teams comprised of staff from SAN, JBC and PHE. They will routinely work 3 days a week but will increase if required to support the management of local outbreaks. So far, the pressures on the teams has led to most convenors working on average 4 days a week. Postholders will be required to take part in an on-call rota for weekend cover.

Skills/knowledge/experience required:

Strategic leader

Significant experience of managing priorities in a complex environment

Significant experience of successful project management of high value projects.

Significant experience of line managing project managers

Experience of programme creation, analysis and interpretation.


Well-organised, proactive able to identify areas of need and to manage outputs, assertive, well-disciplined and politically astute.

Senior regional co-ordinators - The postholder will provide senior regional co-ordination within each of the 9 regions and they will work directly to the Joint Heads of the Support and Assurance Network. In collaboration with regional convenors they will liaise with partner and stakeholder colleagues forming an accessible and supportive co-ordinated support and assurance network, supporting local activity and escalating issues on their behalf into the department as required. They will work with regional convenors taking a lead on ensuring that local outbreak plans can be supported by operational delivery mechanisms. The post is full time and postholders will be required to take part in an on-call rota to provide cover at weekends.

Skills/knowledge/experience required:

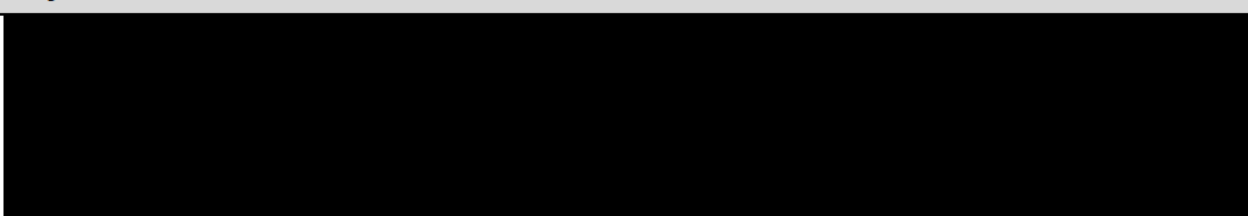
Excellent interpersonal communication and influencing skills.
Experienced in pro-active crisis management.
Calm under pressure, problem solving and critical thinker.
Customer focused.
Detail planning oriented.
Excellent motivational and leadership skills

Additional requirements



PERFORMANCE OF THE DELIVERABLES

Key Staff



Key Subcontractors

N/A

Day rate breakdown

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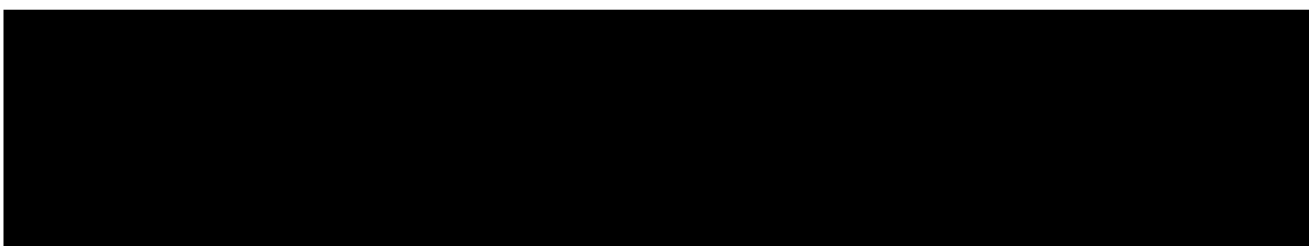
To note: any changes/ replacements/ additions to the 12 named below (table 1), the supplier and the buyer will work together to supply replacements/ additions in some instances where required. To a maximum of 12 individuals. Any increase in total number of recruited individuals (above 12) must be approved in writing by the buyer and supplier and will fall under this agreement with a written and approved variation

Table 1:

First name	Last name	Role	Grade	Start date (2020)	End date (2021)	Daily rate	Fee	VAT	# of days

Total cost of 12 postholders based on day rates and number of days: up to a maximum of £2,274,054 to be paid to the supplier, unless agreed in writing (this is inclusive of any replacements required throughout the duration of this short form agreement)

Expenses relating to travel and subsistence for individuals have been agreed to be in line with DHSC policy, all expenses must be reviewed by the buyer and approved before submission for payment.



For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	
Date:	20.10.2020	Date:	Type text here 20/10/20