

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)	DG Workforce Team, CSHR, Cabinet Office
Buyer Contact details	REDACTED
Buyer Address	3rd Floor, 1 Horse Guards Road SW1A 2HQ
Invoice Address (if different)	N/A

Supplier Name	Gatenby Sanderson
Supplier Contact	REDACTED
Supplier Address	

Framework Ref	RM6290 – Executive and Non-Executive Recruitment Services
Job Role details - Title and Grade	GLD, Director General, Legal SCS3
Framework Lot	Lot 2

Direct Award authorised	No
Call-Off (Order) Ref	PRF/01/066
Customer Department	Cabinet Office
Order Date	24/11/2022

Call-Off Charges	The total Contract value is a fixed fee of £29,950 (ex VAT) paid at milestones (see below)
Call-Off Start Date	28/11/2022
Call-Off Expiry Date	27/11/2023
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

GLD is recruiting a Director General Legal. In this role, you will be responsible for providing strategic legal leadership on cross-cutting legal issues.

You will have a clear vision of how you can contribute to GLD's purpose of helping the government to govern well within the rule of law, providing added value to legal directors and supporting the Treasury Solicitor.

Working with the other two Director Generals and the Treasury Solicitor, you will provide collective leadership for the delivery of high-quality legal services. You will support and deputise for the Treasury Solicitor on high profile legal matters as well as broader Civil Service responsibilities such as the Head of Function and Head of Profession agenda.

As a member of the GLD Board and Executive Committee you will be responsible for setting direction and strategy for the Department, driving up quality and efficiency and increasing staff engagement. You will provide oversight of resourcing and budget management of £72m, talent development and capability building.

Key responsibilities will include:

- providing confident, inspiring and empowering leadership to GLD
- setting direction, motivating colleagues to achieve high standards of service and professionalism
- championing and valuing diverse experience and promoting equal respect for everyone regardless of background, role or grade
- playing a key role as a Board member in the collective leadership of GLD, ensuring business objectives and priorities are achieved in line with the GLD Strategy, including horizon scanning and engagement in client activity to support the GLD strategy, alongside ownership of departmental strategic risks
- ensuring that legal services of the highest quality are provided to your client departments
- providing visible and effective leadership of your directorate, supporting directors to assess and manage demand for legal work, plan and negotiate budgets and seek out innovative approaches to improve value for money
- engaging staff and managing performance and talent across your directorate

You will have a clear vision of how you can contribute to GLD's purpose of helping the government to govern well within the rule of law, providing added value to legal directors and supporting the Treasury Solicitor.

You will have cross-cutting responsibility at Board level as chair of one of the sub-committees of the GLD Board or as Senior Responsible Officer for corporate projects.

You will support and deputise for the Treasury Solicitor on high profile legal matters as well as broader Civil Service responsibilities such as the Head of Function and Head of Profession agenda.

You will lead the coordination of the cross Whitehall legal work on the most significant current legal issues affecting government. Most recently this has included matters such as COVID-19 and EU Exit, working closely with Directors General in other departments and the relevant legal advisers and legal teams across and beyond GLD. You will work closely with the Attorney General's Office.

Candidate Profile

The Civil Service is open to talented people from any career background. We seek to identify transferable skills from the individual's experience. For this role, the successful candidate will be ***qualified to practice as a solicitor or barrister in England and Wales*** and be able to demonstrate the following:

Corporate leadership skills

- the ability to work collaboratively with senior peers in leading a large organisation, setting strategic direction, playing a visible role in governance structures and driving an organisational culture of professional excellence and continuous improvement.

Legal skills

- the ability to provide legal leadership on the most complex and significant legal issues, bringing wider experience to bear in the delivery of government business
- the ability to provide and role-model authoritative, risk-based, legal advice that facilitates practical solutions as we progress the government's priorities

Business delivery skills

- the capability to lead a large legal function, managing legal risk, maintaining and enhancing the legal professionalism of the team and commanding the confidence of senior stakeholders, internal and external
- the ability to manage workloads and resources across a large directorate and the wider department, with a commitment to improving service delivery and value for money

People and capability skills

- the communication and management skills to lead and motivate staff at a time of continued growing work pressures, championing talent management and development, building a strong culture of continuous learning and improving staff engagement
- a commitment to diversity and inclusion in the workplace.

SERVICES REQUIRED

PLANNING AND LAUNCH

- Attend a planning meeting chaired by the Civil Service Commission with the vacancy holder in order to advise on;
 - Job description, person specification and salary
 - Designing a process, campaign literature and advertising strategy
 - Proposed search strategy and suggested timetable
 - Your plan to achieve a diverse field; including the specific challenges within the target professions / sectors and how to mitigate them
- Produce final advertising material and launch on external media

SEARCH AND ASSESS

- Undertake research in line with proposed strategy, approaching and engaging with suitable candidates across the agreed professions / sectors
- Provide a dedicated contact for enquiries from prospective candidates
- Provide weekly written updates on the progress of the search including market insights, profiles of potentially interested parties and feedback from a selection of those that have declined to apply
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce Team with a comprehensive list of applicants, highlighting the source of those applicants and identifying individuals generated proactively through your search efforts
- At least 48 hours in advance of a longlist meeting, provide the DG Workforce Team and selection panel members with a 'longlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A sift sheet (list of applications graded - A = recommended for interview, B = marginal or C= not recommended for interview, with a brief justification of the grade given)
 - Confirmation of candidates that have applied under the Disability Confident scheme
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants
- Attendance at a longlist meeting with the selection panel at which you will present the outcome of your search and recommendations for longlist interview
- Arrange and conduct preliminary interviews with agreed applicants
- At least 48 hours in advance of a shortlist meeting, provide the DG Workforce Team and selection panel members with a 'shortlist pack' which includes:
 - CV and Supporting Statement of each applicant
 - A written report on each candidate interviewed, with each candidate graded - A = recommended for interview, B = marginal or C= not recommended for interview.
 - A D&I report which provides a high-level summary of the diversity amongst the field of applicants interviewed.
- Support the DG Workforce Team, where necessary, on the coordination of any pre-agreed assessment processes.

CANDIDATE MANAGEMENT & COMMUNICATION

- You are required to offer feedback to all candidates unsuccessful at shortlist or final interview stage
- You are required to meet the following SLAs:
 - Availability - All enquiries from the Contracting Authority are to be fully answered within 2 working days of receipt

- Complaints Handling - Any formal complaints from candidates to be acknowledged within 2 working days of receipt. All complaints handling procedures must be made clear in the published campaign literature
- Candidate management - Supplier to manage all candidate interest throughout the search/advertising period, with all enquiries being resolved prior to closing date.

SUPPLIER PROPOSAL - See Annex 2 - **REDACTED**

PRICING PROPOSAL - See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff

N/A

Key Subcontractors

N/A

Annex 2 – SUPPLIER PROPOSAL - REDACTED

Annex 3 – PRICING PROPOSAL

<u>Company Name: xxxx</u>		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	REDACTED	£ 29950

- 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.

For and on behalf of the supplier		For and on behalf of the Buyer	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	25 th November 2022	Date:	28 th November 2022