

## **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.

<b>Buyer Name/Role (i.e. CSHR- SAM or Campaign Partner)</b>	<b>DG Workforce Team, CSHR, Cabinet Office</b>
<b>Buyer Contact details</b>	<b>REDACTED</b>
<b>Buyer Address</b>	<b>3rd Floor, 1 Horse Guards Road SW1A 2HQ</b>
<b>Invoice Address (if different)</b>	<b>N/A</b>

<b>Supplier Name</b>	Saxton Bampfylde
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	9 Savoy Street London WC2E 7EG

<b>Framework Ref</b>	RM6290 – Executive and Non-Executive Recruitment Services
<b>Job Role details - Title and Grade</b>	Director General, High Speed Rail SCS3
<b>Framework Lot</b>	Lot 2

<b>Direct Award authorised</b>	No
<b>Call-Off (Order) Ref</b>	PRF/01/68
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	08/12/2022

<b>Call-Off Charges</b>	<b>The total Contract value is a fixed fee of £42,000 (ex VAT) paid at milestones (see below)</b>
<b>Call-Off Start Date</b>	<b>12/12/2022</b>
<b>Call-Off Expiry Date</b>	<b>11/12/2023</b>
<b>GDPR Position</b>	<b>Independent Data Controllers</b>
<b>Extension Options</b>	<b>N/A</b>

**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

#### The Role

DFT is recruiting a Director General role to lead on High Speed Rail. The role was previously undertaken by Clive Maxwell who has recently secured a new role in another government department.

High Speed 2 (HS2) is the Government's largest programme and one of its biggest strategic investments. The Director General will be the Senior Responsible Owner for High Speed 2, responsible for the sponsorship and funding of the programme, reporting directly to the Department's Permanent Secretary.

The role will appeal to an experienced and inspirational leader, who thrives working in a highly complex and challenging environment and understands the principles of major project delivery. First and foremost, the Director General will need to be a highly capable leader, able to lead teams across organisational and disciplinary boundaries in a collaborative and inclusive manner. It is not a requirement for the Director General to be a project or programme management specialist but a background of working on major projects in some form is required. The Director General will lead a Group of about 160 people in the Department for Transport, described as the 'Sponsor Team' for the programme; this currently includes leading a senior leadership consisting of four Directors, who are direct reports to the post-holder.

The first part of High Speed 2 – Phase 1, between the West Midlands and London – is now firmly in delivery mode. Over 25,000 people are working at over 300 work sites along its line-of-route. The second section – Phase 2a, between the West Midlands and Crewe – is in early delivery mode, with acquisitions of land and property and early clearance of land for the railway under way. The third section – the Phase 2b, between Crewe and Manchester – is currently being considered by Parliament. Future elements of high-speed line are being developed, in line with the Government's Integrated Rail Plan.

The contracting and development of the scheme is led by High Speed 2 Ltd, a delivery partner set up by the Government. The post-holder will be expected to lead the relationship with HS2 Ltd, supporting and challenging it, including oversight of multi-billion-pound financial arrangements.

HS2 is stimulating investment and regeneration across the country. Working with local leaders, businesses and other parts of Government will be vital to make the most of its opportunities. The post-holder will need to be confident in leading the programme's interfaces with these senior partners. The programme is also breaking new ground in terms of its environmental commitments, also requiring collaborative leadership across organisational boundaries.

Priorities over the next few years are likely to include:

- Driving forward the delivery of Phase 1, challenging and supporting the Government's delivery Partner HS2 Ltd to deliver within budget and to schedule. In particular, over the next year the focus will be on substantially completing the civil infrastructure and then moving to the procurement and installation of railway systems – the power, communication, signalling and other systems required to put the railway into service.
- Finalising plans for the development of Euston Station, including integration between the existing conventional station, the new HS2 Station and opportunities for oversite development – and seeking to maximise opportunities for economic regeneration at other future HS2 stations.
- Supporting the start of civils work for Phase 2a, including approving contracts.
- Securing the agreement from Parliament for the Western Leg of Phase 2b, taking the programme to Manchester.
- Developing effective plans for supporting Northern Powerhouse Rail, the Government proposal to provide a new East-West route across Northern England, and for the high-speed link from the West Midlands to the East Midlands.
- Maintaining and renewing the strategy and business case for the programme in response to changes in the political and economic context.

**The Director General will:**

- Provide effective leadership of the programme, championing it within Government and with external partners, while supporting and holding HS2 Ltd to account for its delivery to time and to budget.
- Lead the multi-disciplinary High Speed Rail Group of about 160 people, with the energy and enthusiasm required to drive engagement and motivation as well as high quality outcomes from its work.
- Lead and continue to develop a high-performing senior leadership team within the Group.
- Engage and support the Secretary of State and the Ministerial team successfully to include proving sound advice and maintaining their confidence.
- Act as an advocate and ambassador for the Department, developing highly effective sponsorship relationships with HS2 Ltd, Network Rail and other partners. Develop similarly strong relationships with other Government Departments, including HM Treasury, and local authorities.
- Be responsible to the Permanent Secretary, in her role of Accounting Officer, for spending of about £6bn per year on the programme. As a member of the Department's Executive Committee, Board and Investment & Portfolio Delivery Committee, play a key role in the overall leadership, strategy and operation of the Department, including the performance, talent and engagement of its people.
- As a Director General in the Civil Service, play a leadership and ambassadorial role for the Civil Service generally.

**Person Specification**

- Outstanding leadership, with the ability to lead teams across organisational and disciplinary boundaries in a collaborative and inclusive manner
- A track record of delivering and building strong collaborative partnerships and networks across key groups of stakeholders, as well as extensive experience of managing complex relationships
- Strong communication skills and high personal impact, including the ability and credibility to establish and maintain trusting relationships at the most senior levels - with Ministers, and senior stakeholders and an ability to communicate large amounts of complex information with clarity

- Strong track-record of working in a complex political environment and ability to handle sensitive issues with tact and build strong and supportive relationships with delivery partners
- Excellent programme leadership, with experience of managing complex, high risk, major programmes with substantial financial investment, preferably within a government context
- Proven ability to think and contribute strategically and analytically in a high profile, complex and challenging delivery and performance focused organisation
- Strong commercial skills
- High levels of numeracy, with advanced and sophisticated negotiation skills.

It is not a requirement for the Director General to be a project or programme management specialist but a background of working on major projects in some form is required.

## **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

<b>Key Staff</b>
N/A
<b>Key Subcontractors</b>
N/A

**Annex 2 – SUPPLIER PROPOSAL - REDACTED**



Annex 3 – PRICING PROPOSAL

<b><u>Company Name: Saxton Bampfylde</u></b>		
	<b>Capped Cost - Standard Rate</b>	<b>Capped Cost - Rate Offered for this Procurement</b>
<b>The Provision of Executive Search Services</b>	<b>REDACTED</b>	<b>£ 42, 000</b>

- 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:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	09/12/22	Date:	13/12/2022