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# RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

**Delivered by:**

NHS Commercial Solutions  
NHS East of England Collaborative Procurement Hub  
NHS London Procurement Partnership  
NHS North of England Commercial Procurement Collaborative  
Crown Commercial Service

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

**Guidance:**

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order 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.

<b>Contracting Authority Name</b>	NHSE
<b>Contracting Authority Contact</b>	
<b>Contracting Authority Address</b>	Blenheim House Duncombe Street LS1 4PL
<b>Invoice Address (if different)</b>	NHS ENGLAND X24 PAYABLES K005 PO BOX 312 LEEDS LS11 1HP

<b>Supplier Name</b>	Brook Street
<b>Supplier Contact</b>	
<b>Supplier Address</b>	First floor Broadway House, 9 Bank Street Bradford BD1 1HJ

<b>Framework Ref</b>	RM6160: Non Clinical Temporary and Fixed Term Staff
<b>Framework Lot</b>	
<b>Call-Off (Order) Ref</b>	PSALSFD MAY2023
<b>Order Date</b>	11/05/2023
<b>Call off Start Date</b>	15/05/2023
<b>Call-Off Expiry Date</b>	31/10/2023
<b>Extension Options</b>	None
<b>GDPR Position</b>	Independent Controller
<b>Number of roles required:</b>	1
<b>Number of CV's required:</b>	3

**Order Form Template (Short Form)**

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<b>Job role / Title</b>	Programme Support Administrator
<b>Temporary or Fixed Term Assignment</b>	Fixed term on Contracting Authority's Payroll
<b>Hours / Days required</b>	37.5 hours across Mon - Fri
<b>Unsocial hours required – give details</b>	N/A
<b>HCAS details</b>	None
<b>Immunisation requirements? (Fee type 1 only)</b>	None

<b>Pay band</b>	Band 4						
<b>Fee Type</b>	Non-Patient Facing (No Disclosure)						
<b>Expenses to be paid or benefits offered</b>	N/A						
<b>Expenses to be paid by Temporary Worker</b>	N/A						
<b>Charge rates</b>	<table> <tr> <th>Pre-AWR</th><th>Post-AWR</th></tr> <tr> <td>Hour</td><td>Hour</td></tr> <tr> <td>Day</td><td>Day</td></tr> </table>	Pre-AWR	Post-AWR	Hour	Hour	Day	Day
Pre-AWR	Post-AWR						
Hour	Hour						
Day	Day						
<b>Method of payment</b>	BACS						
<b>Discounts applicable</b>	None						

<b>Criminal records check</b>	Not Applicable
<b>BPSS required</b>	Not Applicable
<b>State required clearance and background checking</b>	No
<b>Skills, mandatory training and qualifications necessary for the role</b>	<ul style="list-style-type: none"> <li>• Uses a range of communication methods (e.g. written, email, telephone) to build effective working relationships.</li> <li>• Able to work effectively as part of a team and interact with colleagues at all levels.</li> <li>• Ability to work on own initiative and without direct supervision</li> <li>• Significant problem solving and analytical skills. Uses known facts or situations or previous experience to determine the best course of action.</li> <li>• Good timekeeping.</li> <li>• Good levels of accuracy and attention to detail.</li> <li>• Willingness to travel locally, regionally and nationally as required.</li> <li>• Able to effectively manage conflicting demands on time to ensure results are delivered.</li> <li>• Nationally recognised qualification (e.g. NVQ or BTEC) in business/office administration at level 3 or above or equivalent experience.</li> <li>• Formal qualification or training / intermediate knowledge of Microsoft Office Applications.</li> </ul>

	<ul style="list-style-type: none"><li>• Evidence of continuing professional development over time.</li></ul>
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## 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
The post-holder will be responsible for supporting the maintenance of the Accent Leave Manager system, including ensuring data accuracy, responding to queries and communicating service issues and updates to key stakeholders. The post-holder will also provide support to the Programme Support Coordinator, particularly in relation to the organisation of courses that contribute to the region's Professional Skills and Future Leader Fellows programmes.

## PERFORMANCE OF THE DELIVERABLES

Key Staff
Lindsay Ratcliffe, Service Delivery Consultant
Key Subcontractors

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Account Coordinator	Role:	Chief Commercial Officer NHSE
Date:	11/05/2023	Date:	15/05/23