

## RM971 NON MEDICAL NON CLINICAL

## PART 1 – ORDER FORM

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

## FROM:

<b>CUSTOMER</b>	Department for Business, Energy & Industrial Strategy
<b>SERVICE ADDRESS</b>	1 Victoria Street, London, SW1H 0ET
<b>INVOICE ADDRESS (if different)</b>	Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email <b>REDACTED</b>
<b>CONTACT REFERENCE</b>	Authoriser Name: <b>REDACTED</b> e-mail: <b>REDACTED</b>
<b>ORDER NUMBER</b>	To Follow
<b>CONTRACT NUMBER:</b>	CS19337
<b>ORDER DATE</b>	08/10/2019

## TO:

<b>SERVICE PROVIDER</b>	Michael Page International Recruitment Limited
<b>SERVICE PROVIDER'S ADDRESS</b>	Page House, 1 Dashwood Lang Road, The Bourne Business Park, Addlestone, Weybridge, Surrey, KT15 2QW
<b>ACCOUNT MANAGER</b>	Name: <b>REDACTED</b> Address: Victoria House, Southampton Row, London, WC1B 4JB Tel: <b>REDACTED</b> E-mail: <b>REDACTED</b>
<b>PART 1: SERVICE REQUIREMENT</b>	
<b>PART 1.1: SERVICE AND DELIVERABLES REQUIRED:</b> Temporary Worker Requirements:	
<b>RM971 LOT:</b>	4
<b>ADDITIONAL REQUIREMENTS:</b>	N/A
<b>PART 1.2: ANTICIPATED DURATION OF CONTRACT</b>	
This contract is with the understanding that the full rigors and terms and conditions of the contract apply from the commencement date of Tuesday 1 <sup>st</sup> October 2019 and will expire on Friday 31 <sup>st</sup> January 2020.	
<b>PART 1.3: MILESTONES AND KEY DELIVERABLES</b>	
N/A	
<b>PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):</b>	
Total contract value shall not exceed £24,069.68 excluding VAT, as per breakdown below: <b>REDACTED</b> x <b>REDACTED</b> (exc. VAT) charge rate = £24,069.68.	
It is the viewpoint of the contracting authority that the intermediaries legislation (IR35) applies to this engagement (inside scope). All workers are subject to 5 working days' notice period.	
<b>DISCOUNTS APPLICABLE:</b>	N/A
<b>PART 1.5: ACCEPTANCE PRIOR TO PAYMENT</b>	
The supplier shall issue electronic invoices weekly in arrears following customer approval of the workers timesheet. The customer shall pay the supplier within thirty (30) calendar days up	

receipt and acceptance of a valid invoice.

Invoice to include purchase order number and contract reference shall be sent to

**REDACTED**

**PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS**

**Chief Digital Campaigns Officer - BEIS Business Readiness Team (G7)**

**The role**

The Chief Digital Campaigns Officer will lead and manage the delivery of Department's EU Exit Business Readiness digital outputs. You will lead the commissioning, co-ordination and oversight of the delivery of the campaign digital offer, managing external agency contracts where appropriate, in order to deliver innovative and impactful campaigns that are grounded in audience insight.

This is a fast-paced, high-profile role as part of a broader campaign team and you must work well under pressure and to tight deadlines, with an ability to adapt swiftly to changing circumstances. You will have a can-do attitude and the resilience to push through ideas based on sound reasoning.

The team sits within the wider Communications Directorate.

**The key responsibilities for this role are:**

- To lead the development of the campaign Digital Offer with specific focus on GOV.UK working with the Government Digital Service
- You will lead development of reporting processes, including evaluation of digital activity as part of the overall campaign evaluation, confidently explaining evidence, insight and analysis to audiences including senior officials, ministers and colleagues across Government, including Cabinet Office
- You will use digital insight to set KPIs and objectives for digital activity, as well as work collaboratively to produce standardised evaluation reports and dashboards which analyse campaign performance to optimise over time and gather insight to inform future activity
- You will have responsibility for managing the campaign budget, demonstrating the importance of sound budget management and delivering value for money alongside measurable outcomes which represent value for money
- You will help embed a new team, ensuring that all team members are managed and directed appropriately, giving them strategic direction, a focus on delivery and ensuring they work closely with the department's wider communications team, and build strong relations with policy teams inside the department and with communications teams across Whitehall
- You will demonstrate strong leadership skills, providing a senior focal point for the Digital Offer, advising and providing strategic advice to senior officials, senior colleagues and partners
- Promote diversity and inclusion within BEIS and across Government
- Have line management responsibility for 1xSIO and 1x IO.
- Proactively promote and encourage team members to invest in learning and development opportunities, providing appropriate coaching and mentoring to direct reports, supported by regular performance-based discussions and feedback.

**Person specification**

- You will possess strong written and oral communications skills and be adept at delivering projects to deadline and within budget. As well as experience of paid-for marketing, we also expect you to be adept at using digital platforms and working with partners to support the delivery of campaigns
- You will be experienced in managing the delivery of digital projects and products to completion. You'll understand which players to bring in and when to ensure products meet customer needs and align to the brief.
- You will have experience in working with product managers and content designers develop end-to-end journeys, testing concepts and products with users, applying findings to iterations of the product until it meets customer needs.
- This is a fast-paced, high-profile role as part of a broader campaign team and you must work well under pressure and to tight deadlines, with an ability to adapt swiftly to changing circumstances. You will have a can-do attitude and the resilience to push through ideas based on sound reasoning.
- You will have strong stakeholder management skills and ensure your team works collaboratively with Whitehall counterparts and external stakeholders, building positive and productive relationships with external stakeholders, partners, agencies and other government departments.
- You will be experienced in data analysis, web analytics and visualisation tools e.g. Google Analytics, social media analytics, setting high standards, robust processes and building skills, knowledge and best practice across the team.
- You will have excellent analytical and problem-solving skills to enable you to quickly develop recommendations based on the quantitative and qualitative evidence gathered via web analytics, social listening tools, quantitative data and user feedback.
- You will also be very comfortable working with data, from gathering and analysis through to design and presentation of reports.

**PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS**

<b>PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:</b>	N/A
--	-----

<b>PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:</b>	
---	--

**PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES**

<b>PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	<b>REDACTED</b>
---	-----------------

<b>PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:</b>	N/A
---	-----

**PART 5: CONFIDENTIAL INFORMATION**

<b>PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALLY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:</b>	N/A
--	-----

**BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES** to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

**For and on behalf of BEIS:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	<b>REDACTED</b>

**For and on behalf of Michael Page International recruitment ltd:**

<b>NAME:</b>	<b>REDACTED</b>
<b>TITLE:</b>	<b>REDACTED</b>
<b>SIGNATURE:</b>	<b>REDACTED</b>
<b>DATE:</b>	<b>REDACTED</b>

**Annex 1 – Call Off Schedule 16 – Processing Personal Data**

1. The contract details of the Customer Data Protection Officer is:

**REDACTED**

Department for Business, Energy and Industrial Strategy  
 1 Victoria Street  
 London  
 SW1H 0ET

Email: **REDACTED**

2. The contract details of the Suppliers Data Protection Officer is:

**REDACTED; REDACTED; REDACTED**

The Processor shall comply with any further written instructions with respect to processing by the Controller.

3. Any such further instructions shall be incorporated into this Schedule.

<b>Contract Reference:</b>	<b>CS19337</b>
<b>Date:</b>	<b>08/10/2019</b>
<b>Description of Authorised Processing</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	<p>The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation, alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data. Erasure will be by manual means.</p> <p>Processing takes place for the purposes of:</p> <ul style="list-style-type: none"> <li>• Pre-employment screening</li> <li>• Statutory obligations</li> <li>• Contractual and legal obligations</li> <li>• Skills assessments</li> <li>• Feedback gathering</li> </ul>

	<ul style="list-style-type: none"> <li>• Processing payments</li> </ul> <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education &amp; training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p> <p>End date &amp; reason for termination</p> <p>Contract type</p>

	<p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin &amp; emergency contact details</p> <p>Record of absence, time tracking &amp; annual leave</p>
<p>Categories of Data Subject</p>	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>