

RM6002: Permanent Recruitment

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM6002 Permanent Recruitment. 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)	Jo Stacey, Permanent Secretary HR – Cabinet Office
Buyer Contact details	REDACTED REDACTED
Buyer Address	1 Horse Guards Road London SW1A 2HQ
Invoice Address (if different)	Invoices will be sent to Cabinet Office REDACTED REDACTED <hr/> Additionally, copies of invoices should be emailed to REDACTED REDACTED

Supplier Name	IRG Advisors LLP t/a Odgers Berndtson
Supplier Contact	REDACTED REDACTED REDACTED REDACTED REDACTED REDACTED REDACTED <u>REDACTED</u>
Supplier Address	20 Cannon Street London EC4M 6XD

Framework Ref	RM6002 (Permanent Recruitment)	
Job Role details - Title and Grade	Government Chief Scientific Adviser – CO (SCS4)	
Framework Lot	Lot 1 - <input type="checkbox"/> Lot 2 - <input type="checkbox"/> Lot 3 - <input type="checkbox"/> Lot 4 - <input type="checkbox"/>	Lot 5 - <input type="checkbox"/> Lot 6 - <input type="checkbox"/> Lot 7 - X Lot 8 - <input type="checkbox"/>

Direct Award authorised	Yes - <input type="checkbox"/> No - X
Call-Off (Order) Ref	PRF/01/62
Customer Department	Cabinet Office
Order Date	01/07/2022

*Call-Off Charges (check these against Lot, Role and rate card)	The total Contract value is a fixed fee of £45,000.00 (ex VAT) paid at milestones.
Call-Off Start Date	08/07/2022
Call-Off Expiry Date	07/04/2023
GDPR Position	Independent Data Controllers
Extension Options	N/A

Payment Terms - PRF 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 Permanent Recruitment framework page on the CCS website:
<https://ccs-agreements.cabinetoffice.gov.uk/contracts/rm6002>

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
Bid Pack  GCSA Bid Pack For PRF Call Off Competit
Government Chief Scientific Adviser requirement See Annex 1
Supplier Proposal See Annex 2 – REDACTED
Pricing Proposal See Annex 3

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

Annex 1 – Government Chief Scientific Adviser requirement

THE CONTRACTING AUTHORITY

The Permanent Secretary HR Team is part of Civil Service HR (sitting within Cabinet Office) and supports the Cabinet Secretary in the attraction, selection and recruitment of Permanent Secretaries at SCS4 level. The team is regularly commissioned by the Cabinet Secretary to deliver end to end recruitment for the Civil Service's top leadership and specialist positions.

THE VACANCY HOLDING ORGANISATION

The Government Chief Scientific Adviser (GCSA) is supported by the Government Office for Science (GO-Science) which ensures that government policies and decisions are informed by the best scientific evidence and strategic long-term thinking. GO-Science is a professional and innovative department of 150 people, with the majority of employees based in London and 10% currently based elsewhere. GO-Science continues to make a huge difference at the heart of Government, setting direction for science and technology.

GO-Science mission statement:

1. Science advice mechanisms that are efficient, effective, speak truth to power and are embedded irreversibly in Government systems.
2. Visible impact through both proactive and demand-led science advice that is relevant, excellent, and delivered fit for purpose.

THE VACANCY TO BE FILLED

The vacancy has arisen as the tenure of the current post holder will come to an end in March 2023.

The GCSA reports to the Cabinet Secretary and liaises regularly with the Prime Minister and other senior Ministers. The post holder will ensure that the best scientific and technical advice is available across a very broad spectrum of topics which will be used to support policy development and decision making at the highest levels and will provide independent advice, scrutiny and challenge as appropriate.

As Head of Profession, the GCSA is responsible for the management and leadership of the Government Office for Science and for leading the Government Science and Engineering Profession, which has over 10,000 members.

The Government Chief Scientific Adviser (GCSA) is responsible for:

- Providing scientific advice personally to the Prime Minister and members of the Cabinet;
- Ensuring and improving the quality and use of scientific evidence and advice in government;
- Leading the Scientific Advisory Group on Emergencies, which advises COBR;
- As required, representing the Government internationally on science and technology issues;
- Chairing the HMGs Net Zero Innovation Board;

- Leading the network of departmental Chief Scientific Advisers and acting as Head of Profession for scientists and engineers in Government;
- Heading the Government's Foresight and Horizon Scanning activities.
- The GCSA will also work closely with the new Office for Science and Technology Strategy in the Cabinet Office and will sit on the board of ARIA (Advanced Research & Innovation Agency).

The successful candidate will be able to demonstrate the following:

- A first class reputation in science or engineering demonstrated by international recognition, Fellowship of the Royal Society, Royal Academy of Engineering or equivalent, and a strong research and publication record;
- The ability to assimilate, evaluate and interpret scientific findings and advice across the full spectrum of disciplines, where necessary at short notice and under pressure, to command the confidence and support of Ministers and senior officials;
- Excellent policy and analytical skills at the strategic level, and the ability to work at the highest levels across academia, business and government departments, exercising impartial and objective judgement, to achieve the best results for the Government;
- Highly developed communication skills with the ability to adapt to the needs of a diverse range of audiences, including the public, to deliver information with authority and sensitivity, particularly in times of crisis;
- The ability to manage the Government Office for Science by communicating a clear vision and motivating and driving staff to reach their full potential;
- Effective leadership skills and the ability to put into place systems, people and skills to enable the office to deliver its objectives and ensure future capability to meet the challenges ahead;
- Gravitas and experience to provide leadership as the Head of Profession to the Government Science and Engineering Profession and to play an active role as a member of the collective leadership of the Civil Service.
- Experience of innovation or technology development in the private or public sectors would be **desirable**.

Salary

The post is a Permanent Secretary (SCS4) level role and as such will offer a salary within the overall Permanent Secretary pay band - £150,000 - £200,000. A salary within the band will be offered subject to Ministerial approval.

Location

The role will be based in London, with frequent attendance/travel within the UK and occasional travel internationally.

Whilst the majority of our employees are based in London, we have a second hub in Manchester which is growing, and some presence in other BEIS locations.

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 advert, 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
- Consider new ways of marketing the role - for example, an open evening/video link with the vacancy holder open to individuals interested in applying.
- Attend a mid-search progress review meeting with key stakeholders, if required
- Capture information on potential conflicts of interest raised by potential applicants and record. Forward these candidates to the Permanent Secretary HR Team if applicants would welcome a further conversation before applying.
- Immediately after the vacancy has closed, provide the Permanent Secretary HR 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 Permanent Secretary HR Team and 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 Permanent Secretary HR Team and 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 Permanent Secretary HR 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 longlist and/or shortlist stage. At the final interview stage the expectation is that the vacancy holder or panel members will provide feedback to candidates interviewed but your support in candidate handling may be required.
- 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.

Annex 2 – IRG Advisors LLP trading as Odgers Berndtson – Supplier Proposal - REDACTED

Annex 3 - Pricing proposal

<u>Company Name: IRG Advisors LLP trading as Odgers Berndtson</u>		
14/07/2022		
	Capped Cost - Standard Rate	Capped Cost - Rate Offered for this Procurement
The Provision of Executive Search Services	£ 45,000.00	£ 45,000.00

- 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:		Date:	