

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

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.

| | |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Contracting Authority Name | The Secretary of State acting through the Export Credits Guarantee Department (operating as UK Export Finance) |
| Contracting Authority Contact | [REDACTED] |
| Contracting Authority Address | 1 Horse Guards Road, London SW1A 2HQ |
| Invoice Address (if different) | [REDACTED]@ukexportfinance.gov.uk |

| | |
|-------------------------|---------------------------------------------------------------|
| Supplier Name | Hays Specialist Recruitment Limited (company number 00975677) |
| Supplier Contact | [REDACTED] |
| Supplier Address | Ebury Gate, 23 Lower Belgrave Street, London, SW1W 0NT |

| | |
|------------------------------------------------------------|------------------------------------------------------------|
| Framework Ref | RM6160: Non Clinical Temporary and Fixed Term Staff |
| Framework Lot | Lot 2 |
| Order reference number (e.g. purchase order number) | To be advised |
| Date order placed | 18 th April 2023 |
| Call off Start Date | 22 nd May 2023 |
| Call-Off Expiry Date | 17 th November 2023 |
| Extension Options | 1 x 6 months |
| GDPR Position | Independent Controller |
| Job role / Title | Head of Audit |
| Temporary or Fixed Term Assignment | Temporary Assignment |
| Hours / Days required | Assignment is for 6 months (22/5/23 – 17/11/23 – 128 days) |

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| | |
|-----------------------------------------------------|---------|
| Unsocial hours required – give details | |
| High cost area supplement details (NHS only) | 1. None |
| Immunisation requirements? (Fee type 1 only) | |

| | | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Pay band (use rate card to determine this) | SCS1 equivalent role | |
| Fee Type | 2. Non-Patient Facing (Disclosure required) | |
| Expenses to be paid or benefits offered | Any expenses to be agreed in advance by UKEF HR department No corporate benefits provided | |
| Expenses to be paid by Temporary Worker | Yes – can be reclaimed subject to advance approval from UKEF HR. | |
| Charge rates | Pre-AWR | Post-AWR |
| | Pay to candidate £ [] per day | £ (Hour/Day) |
| | £ (Charge to UKEF £ [] per day) | £ (Hour/Day) |
| Method of payment | The candidate will submit a weekly timesheet for approval. Acceptance will be indicated through the approval of a timesheet by Contracting Authority. Invoices will be issued weekly with charges as per the Framework Agreement. | |
| Discounts applicable | N/A | |

| | |
|---------------------------------------------------------------------------------------|-----|
| Criminal records check required | Yes |
| BPSS required | Yes |
| State any other required clearance and/or background checking | |
| State any skills, mandatory training and qualifications necessary for the role | |

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 |
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| <p>About the Role</p> <p>Leading the IAAD team you are required to provide quality assurance that the key principles of Internal Audit are being upheld within the terms and conditions of the Public Sector Internal Audit Standards, Managing Public Money and other key Government / industry standards.</p> <p>The role is also responsible for a small team of internal auditors, you will be responsible for leading managing and developing the team. You will also be a member of UKEF's wider Senior Leadership Team and expected to make a significant corporate contribution beyond the confines of your job description.</p> <p>The Head of Internal Audit is a unique role within the department, operating with a level of independence not replicated elsewhere. As such the postholder is expected to role model the highest standards of honesty, integrity, objectivity, competence and confidentiality, ensuring that you retain the trust of the UKEF Audit Committee and Accounting Officer.</p> <p>Main Activities</p> <ul style="list-style-type: none">• Providing the Accounting Officer and Audit Committee with reliable, evidence based, independent opinions on risk management, control and governance;• Developing an annual audit plan that is based on UKEF's risk taxonomy and aligned to the department's strategic and operational objectives. You should identify where internal audit assurance will add the most value and facilitate improvement. The planning process should include inputs from the Chair and members of the Audit Committee, Chief Executive, Executive Committee and UKEF assurance functions.• Identifying and confirming that sufficient resources are in place to deliver the annual audit plan. Escalating any impediments to the completion of the plan at the earliest opportunity.• Scheduling and assigning audits to team members, ensuring appropriate skill sets and expertise are in place to deliver against the individual audits being undertaken.• Attending the UKEF Audit Committee and Risk Committee as required.• Meeting with the Audit Committee members, Chief Executive, Directors, and Heads of Division discuss ongoing assurance, audit opinions and progress against planned actions determined as a result of the audit work.• Reviewing the performance of internal audit and ensuring the service provided is in line with the expectations and needs of its stakeholders. Seek continuous improvement through reflection and learning.• Managing and overseeing team member performance through the UKEF performance management cycle. Ensure professional, technical and personal training needs are continuous assessed and met.• Developing the team's engagement with and support of UKEF's Change Programme, ensuring that appropriate consideration of risk and control is maintained.• Maintaining collaborative working relationship with other assurance providers with the Department including but not limited to Enterprise Risk, Compliance, Knowledge & Information Management, and Security.• Support the UKEF External Auditors as and when required.• Keep up to date with developments in governance, risk management, control and internal auditing, including networking with other HIAs and learning from them.• Active member of the UKEF Security & Information Management Committee (SIMCo). |





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- Carrying out any additional duties as required by the Department.

PERFORMANCE OF THE DELIVERABLES

| |
|---------------------------|
| Key Staff |
| N/A |
| Key Subcontractors |
| N/A |

| For and on behalf of the Supplier: | | For and on behalf of the Contracting Authority: | |
|------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: | Senior Director | Role: | Director of Resources |
| Date: | 17/05/23 | Date: | 17/05/23 |