

# CALL-OFF ORDER ASSIGNMENT

Unless specified otherwise in this order form, all Terms and Conditions shall be as per the master agreement listed below.

<b>THIS ORDER AGREEMENT NO (ATAMIS NO):</b>	██████████
<b>MASTER AGREEMENT:</b>	██████████
<b>ASSIGNEMENT OVERVIEW</b>	
<b>CALL-OFF ORDER ASSIGNMENT ROLE:</b>	Technical Planner
<b>ROLE SPECIFICATION:</b>	<p>Work as part of the Infrastructure &amp; Operations team to provide technical planning services across a range of activities.</p> <p>Key experience/knowledge includes:</p> <ul style="list-style-type: none"> <li>• Project planning expertise: create and maintain technical plans, roadmaps, and dependency diagrams</li> <li>• Methodologies: Agile and Waterfall</li> <li>• Tools: MS Project (or similar), Excel, Visio; ability to produce accurate documentation and diagrams</li> <li>• Analytical skills: data analysis, cost estimation, resource planning; risk and contingency planning</li> <li>• Technical knowledge: IT infrastructure, networking, and cloud environments; align technical plans with business objectives</li> <li>• Communication: stakeholder engagement, progress reporting, managing dependencies across teams</li> <li>• Compliance awareness: organisational standards and regulatory requirements</li> </ul>

<b>ASSIGNMENT START DATE:</b>	12 <sup>th</sup> January 2026
<b>ASSIGNMENT END DATE:</b>	31 <sup>st</sup> March 2026
<b>CHARGE RATE:</b>	The daily charge rate is £ [REDACTED] (ex VAT) for actual days worked by the Supplier's Temporary Work-Seeker.  All other details as per the master agreement.
<b>TOTAL ESTIMATED VALUE OF THIS ASSIGNMENT:</b>	£38,086.83 excluding VAT
<b>ASSIGNMENT SPECIFIC DETAILS:</b>	
<b>TEMPORARY WORK SEEKER NAME:</b>	[REDACTED]
<b>OFFICE LOCATION:</b>	Manchester
<b>OFFICE ATTENDANCE:</b>	The Temporary Work-Seeker's base location will be NICE's Manchester Office. On occasion the Temporary Work-Seeker may be asked to attend the London office, or another location.
<b>TRAVEL EXPENSES:</b>	Travel to the Manchester office would not be reimbursed/paid for.  Expenses for travel to other locations can be reimbursed/paid for if agreed in advance and must be in line with NICE's travel policy.  Travel and accommodation will normally be booked by NICE through their internal travel booking system, which will be paid for by NICE.
<b>NOTICE PERIOD</b>	As per the master agreement: NICE has the right to terminate the Temporary Work-Seeker's Assignment by giving the Supplier not less than 5 calendar days' written notice.  The Temporary Work-Seeker may terminate their Assignment with 28 calendar days written notice received by the Buyer from the Supplier

<b>SECURITY CLEARANCE REQUIREMENTS:</b>	None
<b>IMMUNISATION REQUIREMENTS:</b>	None
<b>PRE-EMPLOYMENT CHECKS:</b>	Supplier's standard pre-employment checks
<b>DATA PROTECTION:</b>	The temporary work seeker will be bound by all the terms and conditions of the master agreement, especially with regards data protection and confidentiality.

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:	Associate Director – Technology (Public Sector)	Role:	Deputy Director, DIT
Date:	08 Jan 2026	Date:	08 Jan 2026



