

# RM6002: Permanent Recruitment

## Order Form Template

### (Short Form)

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.

<b>Buyer Name/Role</b>	RedactedUnder FOI Section 40, Personal Information, Recruitment Partner, Director General Workforce Team,CSHR, Cabinet Office
<b>Buyer Contact details</b>	RedactedUnder FOI Section 40, Personal Information
<b>Buyer Address</b>	3rd Floor   1 Horse Guards Road   SW1A 2HQ
<b>Invoice Address (if different)</b>	As above
<b>Supplier Name</b>	Russell Reynolds Associates Ltd
<b>Supplier Contact</b>	To be agreed between the parties
<b>Supplier Address</b>	Almack House, 28 King Street LONDON SW1Y 6QW

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Job Role details - Title and Grade</b>	Government Chief Digital Officer (SCS3)
<b>Framework Lot</b>	Lot 6

<b>Grade of Role</b>	SCS3
<b>Direct Award authorised</b>	Yes - <input type="checkbox"/> No - <input checked="" type="checkbox"/>
<b>Call-Off (Order) Ref</b>	RM6002RecruitGCDO23122021
<b>Customer Department</b>	Cabinet Office
<b>Order Date</b>	When signed by both parties
<b>*Call-Off Charges</b>	<b>£55,000</b>
<b>Call-Off Start Date</b>	24 January 2022
<b>Call-Off Expiry Date</b>	23 January 2023
<b>Extension Options</b>	N/A

**Payment Terms - PRF Framework rates are fully inclusive of expenses, and the Framework terms as follows:**

- Fixed Fee paid at milestones
  - 25% Placement of advert
  - 25% Acceptance of shortlist
  - 50% Successful Placement of worker
- If the appointed candidate leaves for any reason within 6 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's vacancy holder's sole discretion).

- The supplier shall not undertake proactive headhunting of civil servants they have previously discovered for the customer, on behalf of non-Civil Service customers, for a minimum period of six (6) months after Call-off Contract commencement.
- There will be no additional fee charged if the customer wishes to employ a fixed term candidate supplied under Lot 6 or 7 on a permanent basis.

## 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

#### THE VACANCY TO BE FILLED

To lead on DDaT for Her Majesty's Government (HMG), the Government Chief Digital Officer (GCDO) will need to have an established profile, with a strong track record for delivery in digital business.

The GCDO is the professional head of HMG's 23,000 strong DDaT community and has overall responsibility for delivering the change required to maintain HMG's position as a world leader in digital Government. They will be responsible for shaping and delivering HMG's digital, data and technology transformation to deliver better services (and ultimately outcomes) for UK citizens, improving data-driven decision-making across government, and managing technology related risks. The scope of this transformation includes digitising end to end services, overhauling Government's legacy IT systems, updating our approach to data and analytics, strengthening our cyber security, and upgrading our DDaT talent and skills.

The post-holder will be Director General level and will report to the Chief Operating Officer for the Civil Service, **Redacted Under FOI Section 40, Personal Information**. The GCDO will work closely with the Chancellor of the Duchy of Lancaster and Minister for the Cabinet Office, **Redacted Under FOI Section 40, Personal Information** as the responsible Digital Minister and with **Redacted Under FOI Section 40, Personal Information**, Chair of the Central Digital and Data Office.

The main responsibilities of the role are:

- Owning the vision and strategy for DDaT for HMG, setting a high aspiration but ensuring deliverability;
- Building and sustaining alignment with Ministers, advisors and officials in Departments and No. 10 to ensure that DDAT receives appropriate focus and is working to a common agenda and priorities;

- Providing the professional leadership of the DDaT function including creating the relevant roles and career paths, developing training modules, setting expectations around remuneration and ensuring an effective transfer of talent between Departments for both effective delivery and professional development;
- Ensuring that HMG gets value for money from DDaT investments, working alongside HM Treasury to develop and execute a set of policies and control processes that drive optimal allocation of, and outcomes from, HMG's £8bn+ investment in technology;
- Developing and enforcing HMG-wide the technical architecture and standards needed to ensure efficient delivery and interoperability of systems. This will include the creation of appropriate frameworks around technology choices, security and privacy requirements, the design of data standards, and APIs to ensure effective interoperability both within and between different Government Departments;
- Improving quality and cost-effectiveness of technology delivery across HMG, working with colleagues in the commercial function to improve approaches to contracting with technology vendors, and with colleagues across HMG to optimise delivery approaches;
- Managing technology risks, working with security and other teams to agree and enforce frameworks and standards to measure and manage cyber security and operational risk;
- Representing the DDaT function on behalf of HMG, including promoting its work publicly at Parliamentary Select Committees and other high-profile events, including internationally;
- Leading and managing the CDDO (c. 200 Cabinet Office staff based in London, Bristol and Manchester), HMG's central technology team that is tasked with delivering these responsibilities;
- Dotted-line oversight of digital leaders (CDIOs) across HMG, including input to appointments and evaluations.

**Salary:** Up to **Redacted** Under FOI Section 43, Commercial Interests per annum for external candidates (with 10% flexibility). **Location** – The role can be based in London, Manchester, or Bristol with travel to these locations and other offices as required.

## 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 description, 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
- Attend a mid-search progress review meeting with key stakeholders, if required
- Immediately after the vacancy has closed, provide the DG Workforce 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 DG Workforce Team and selection 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 DG Workforce Team and selection 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 DG Workforce 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 shortlist or final interview stage
- 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.

## PERFORMANCE OF THE DELIVERABLES

<b>Key Staff</b>
<b>To be agreed between the parties.</b>
<b>Key Subcontractors</b>
N/A

## Annex 3 – Supplier Pricing

### Commercial proposal

Core fee for recruitment of Government Chief Digital Officer	<b>£55,000</b>
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### Additional costs as applicable

Candidate testing and assessment	N/A
Advertising	Costs to be provided if requested by the Buyer
Microsite development if required*	N/A
Candidate expenses	N/A

The above fees are subject to more detailed briefing and contractual agreement. All fees and costs attract VAT at the prevailing rate.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	RedactedUnder FOI Section 40, Personal Information	Signature:	RedactedUnder FOI Section 40, Personal Information
Name:	RedactedUnder FOI Section 40, Personal Information	Name:	RedactedUnder FOI Section 40, Personal Information
Role:	Managing Director, Russell Reynolds Associates	Role:	Head of Commercial
Date:	08.03.2022	Date:	08/03/2022