



## **HSE FLEXIBLE WORKFORCE SOLUTIONS FRAMEWORK ORDER FORM**


### **PART 1 : CLIENT INFORMATION**

<b>CUSTOMER</b>	<b>HEALTH AND SAFETY EXECUTIVE</b>
<b>SERVICE ADDRESS</b>	<b>Redgrave Court, Bootle, Liverpool L20 7HS</b>
<b>LINE MANAGER</b>	
<b>HSE CONTRACT REF NO.</b>	<b>1.11.4.3696.</b>

<b>CONTRACTOR</b>	<b>SMART SOURCING</b>
<b>SERVICE ADDRESS</b>	<b>SILK MILL HOUSE, 21 MARSH PARADE, NEWCASTLE UNDER LYME, STAFFORDSHIRE ST5 1BT</b>
<b>ACCOUNT MANAGER</b>	

## PART 2 : SERVICE REQUIREMENTS

<b>NAME OF INTERIM PERSONNEL</b>	
<b>FRAMEWORK DISCIPLINE AREA</b>	<b>OSD/BSR</b>
<b>JOB ROLE / TITLE</b>	<b>Change &amp; Business Improvement Manager</b>
<b>JOB DESCRIPTION</b> (including details if part-time / full-time, hours of work, location)	<ol style="list-style-type: none"> <li>1. Collaborate with our operational teams, policy colleagues, digital programmes, customer insight, and technology to deliver new ways of working, services and functions, which are efficient, effective and user focussed.</li> <li>2. Understand and document the baseline and current state of services and functions, define the `to be` state including TOM, service design, organisational design, business processes, information flows, operational framework and performance metrics.</li> <li>3. Ensure that services, processes, systems and future operating models are designed to meet the needs of users, deliver against regulatory requirements, support efficiencies and deliver against HSE's strategic priorities and objectives.</li> <li>4. Lead the implementation of new operating models into live service, ensuring ongoing process compliance and control, including the optimisation of future state operations through the design and implementation of operational frameworks</li> <li>5. Build and manage productive and effective relationships with senior stakeholders, including Executive Committee members.</li> <li>6. Lead the production of business analytics, including performance and productivity baselines, demand analysis, impact and feasibility analysis, scenario modeling, activity based cost models and benefits tracking.</li> <li>7. Act as a Change Leader across HSE, driving awareness and understanding of change management, approaches and tools at all levels.</li> <li>8. Work with our Programme Management Office to develop comprehensive business cases for change.</li> </ol>

	<p>9. Lead, line manage, mentor, coach and develop our team of business analysts.</p> <p>10. Support the development and communication of change and business improvement principles, guidelines and best practice throughout HSE to build knowledge and optimise service delivery.</p>
<b>IR35 ASSESSMENT</b>	 IR35 result for interims.pdf
<b>COMMENCEMENT DATE</b>	<b>24 August 2020</b>
<b>END DATE</b>	<b>31 December 2020</b>
<b>TERMINATION</b>	<b>A Termination Notice Period of one (1) weeks is applicable to this assignment, unless otherwise agreed in writing between both parties.</b>

## PART 3 : FEES / CHARGES

### i) DAILY CHARGE RATE APPLICABLE

<u>Date From</u>	<u>To</u>	<u>No Days</u>	<u>Candidate Daily Rate</u>	<u>Daily Agency Fee</u>	<u>Total Daily Fee</u>
24/08/2020	31/12/2020	91	£647.50	£52.50	£700
	<b>TOTAL</b>		<b>£58,922.50</b>	<b>£4,777.50</b>	<b>£63,700</b>

### ii) TRAVEL AND SUBSISTENCE

Where appropriate, HSE will pay actual and reasonable Travel and Subsistence costs to the contracted Interim Personnel, subject to the prior approval of their HSE Line Manager and in line with the following HSE Standard Travel and Subsistence rates.



Travel and Subsistence Rates.doc

## PART 4 : INVOICING & PAYMENTS

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the following address :

<b>INVOICING ADDRESS</b> (electronic only)	<a href="mailto:APinvoices-HAS-U@gov.sscl.com">APinvoices-HAS-U@gov.sscl.com</a>
<b>PURCHASE ORDER NO.</b> (to be quoted on all invoices)	<b>To be advised</b>

## PART 5 : SIGNATORIES

By signing and returning this Order Form the Contractor agrees to enter into a legally binding contract with HSE to provide the services under the terms of the Form of Agreement and specified in the Order Form.

### IN WITNESS WHEREOF THIS CONTRACT HAS BEEN AGREED:

Signature .....

Name in Capitals .....

Position Senior Recruitment Consultant .....

Date 19 August 2020 .....

Duly authorised to sign on behalf of

**SMARTSOURCING LIMITED**  
**SILK MILL HOUSE, 21 MARSH PARADE, NEWCASTLE UNDER LYME, STAFFORDSHIRE**  
**ST5 1BT**

Signature .....

Name in Capitals .....

Position .....

Date 19<sup>th</sup> August 2020 .....

Duly authorised to sign on behalf of the

**HEALTH AND SAFETY EXECUTIVE**  
2.3 Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS