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# **RM6002: Permanent Recruitment Order Form Template (Short Form)**

## 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](#).

<b>Buyer Name</b>	HM Revenue & Customs (HMRC)
<b>Buyer Contact</b>	REDACTED
<b>Buyer Address</b>	HMRC Commercial Directorate 5 <sup>th</sup> Floor West Ralli Quays 3 Stanley Street Salford M60 9LA
<b>Invoice Address (if different)</b>	REDACTED

<b>Supplier Name</b>	Moloney Search Ltd
<b>Supplier Contact</b>	REDACTED
<b>Supplier Address</b>	5 Kensington Church Street 4 Kensington Cloisters London W8 4LD

<b>Framework Ref</b>	RM6002 (Permanent Recruitment)
<b>Framework Lot</b>	Lot 7: Executive Search - Senior Roles
<b>Call-Off (Order) Ref</b>	6000040058
<b>Order Date</b>	14 January 2021
<b>Call-Off Charges</b>	£28,000 Fixed Fee for appointment of SCS Pay Band level 2  Stage 1 - 25% of fee paid upon placement of advert Stage 2 - 25% of fee paid once shortlist signed off by Buyer Stage 3 - 50% of fee paid upon appointment and acceptance of candidate Rebate of 50% if candidate leaves within the first 6 months
<b>Call-Off Start Date</b>	18 January 2021
<b>Call-Off Expiry Date</b>	17 January 2022
<b>Extension Options</b>	Not Applicable
<b>GDPR Position</b>	Independent Controller

### CALL-OFF INCORPORATED TERMS

The Call-Off Contract, including the RM6002 Call-off terms conditions v1.0 can be viewed in the 'Documents' tab of the Permanent Recruitment framework page on the CCS website. Visit the [Permanent Recruitment](#) webpage and click the "Documents" tab to view and download these.

Framework Ref: RM6002 Permanent Recruitment

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**

Procuring the executive search services of the Supplier (Moloney Search Ltd) to identify suitable candidates for HMRC to interview for the role of Head of Enterprise Platform Services.

### **Background to HMRC**

HM Revenue & Customs (HMRC) is the UK's tax, payment and customs authority. Its ability to swiftly and accurately collect and distribute funds underpins the delivery of the UK's public services and the targeted support to families and individuals. HMRC's services are part of the UK's critical national infrastructure.

HMRC also protects the fairness of the tax system by making it hard for the dishonest minority to avoid payment of their taxes, undertaking debt collection and legal enforcement of those who try to avoid or evade their responsibilities. It has a workforce of approximately 58,700 FTEs, ranging from customer service advisors to data analysts.

For the financial year 2018-19, HMRC:

- collected £627.9bn in total tax revenue;
- made total benefits and credits payments of £40.1bn to 3.3m families;
- delivered £576m in sustainable cost savings;
- had 93.5% of Self-Assessment tax returns filed online; and
- had a total of 19m customers signed up for Personal Tax Accounts.

HMRC has four strategic objectives that guide everything it does:

- Collect the right tax and pay out the right financial support;
- Make it easy to get tax right and hard to bend or break the rules;
- Treat everyone fairly and protect society from harm; and
- Make HMRC a great place to work.

### **Head of Enterprise Platform Services – Chief Digital Information Office Group (CDIO)**

The Buyer requires the recruitment of a Head of Enterprise Platform Services within CDIO. The role is at SCS Pay Band level 2.

Working to the Chief Digital and Information Officer, the Head of Enterprise Platform Services on the CDIO senior leadership team will have overall ownership of running the day to day services across the CDIO and wider HMRC customer groups.

The role requires extensive IT experience at a senior level leading teams working on complex and varied technologies.

**Technical and Leadership Experience for the role**

Candidates will be expected to demonstrate the following:

**Technical:**

- Extensive IT experience in the senior management of complex and varied technologies from Infrastructure and applications with technical credibility and multiple aspects of IT technology estates.
- Proven track record in defining, managing and then delivering IT organisational change programmes, including capability and professional development, within a large and complex organisation and with significant budget responsibility.
- Have extensive understanding of how digital technology can be leveraged to improve operations, customer experience and stakeholder reporting.

**Leadership:**

- Proven success through inspirational authentic leadership with a clear track record of delivering outstanding performance together with an ability to attract and integrate new people / teams into a specialist skills-based organisation
- Tangible experience of developing senior relationships both internally and externally with external service providers, other business leaders and senior stakeholders
- Strong track record in building and developing teams - this will include initiating and delivering change, engendering a common culture, developing leadership and management capability to deliver sustainable performance
- Extensive direct experience of people management across large, complex teams - leading across geographically and culturally diverse locations

**Buyer and Supplier engagement**

Further detail around the requirements and key deliverables for the role shall be conveyed to the Supplier via an appropriate planning meeting, which will include at least:

- drivers around the vacancy;
- achievements required of the successful candidate;
- measures of success;
- key skills, experience and competencies of the candidate;
- 'what really counts';
- attractiveness of the remuneration package – salary, pension, other etc.;
- agreeing a salary package with the Cabinet Office/HM Treasury as appropriate;
- the use of Search Consultants and the basis on which they are to be / have been selected;

- ensuring diversity, and the importance of obtaining Diversity Monitoring forms from all candidates;
- advertisement on standard job boards;
- selection of Panel membership, including reasons for choice and experience in interviewing (plus any matters relating to actual or perceived conflicts of interest regarding panel members);
- detailed arrangements including advertising, long listing (including pre-sifting by consultant or department), consultant interviews, shortlisting, assessment testing (including psychological testing), final interviews (split, panel, series of one-on-one, or a combination);
- overall timetable and key dates;
- handling of any candidate's conflict of interest;
- due diligence checks by the Buyer and Supplier;
- enquiring about conflicts of interest at interviews;
- expected role of the Buyer (HR Operations) will be in preparing Selection Panel members (e.g. briefing on role with reference to the Commission's Recruitment Principles), managing the project timetable, attendance at long and short-listing meetings, managing the Search Consultant, conclusion of final interviews and in ensuring diversity monitoring data is provided to the Commission by the conclusion of the competition; and
- any Ministerial or functional interest and how to accommodate it.

#### **Additional HMRC specific terms & conditions**

The following additional HMRC specific terms & conditions shall also apply:

- a. The Supplier shall, at all times, comply with the Value Added Tax Act 1994 and all other statutes relating to direct or indirect taxes.
- b. Failure to comply may constitute a material breach of this Contract and HMRC may exercise the rights and provisions conferred by the Condition of Termination in the relevant contract.
- c. The Supplier shall furnish to HMRC the name, and if applicable, the Value Added Tax registration number, PAYE collection number and either the Corporation Tax or Self-Assessment reference of any agent, supplier or subcontractor of the Service Provider prior to the commencement of any work under this Contract by that agent, supplier or sub-contractor. Upon a request by the HMRC, the Supplier shall not employ or will cease to employ any agent, supplier or sub-contractor.

The Supplier shall ensure that all personnel (employees, sub-contractors, associates etc) providing services have been checked in accordance with the HMG Baseline Personnel Security Standards (BPSS). The Supplier will be asked to provide further assurance at the 'point of supply' via the contract documentation.

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# **PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
REDACTED
<b>Key Subcontractors</b>
Not Applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

## **Appendix 1 - List of Approved Users**

**Not Applicable**

Name	Job Title	Contact Details