Crown
Commercial
Service

G-Cloud 11

RATE CARD TEMPLATE (version 2)

Framework Reference: RM1557.11

Skills for the Information Age (SFIA) definitions & Rate Card

Standard Rate Card

	Strategy and architecture	Business change	Solution development and implementation	Service management	Procurement and management support	Client interface
1. Follow	£400	£400	£400	£400	£400	£400
2. Assist	£510	£510	£510	£510	£510	£510
3. Apply	£675	£675	£675	£675	£675	£675
4. Enable	£750	£750	£750	£750	£750	£750
5. Ensure or advise	£900	£900	£900	£900	£900	£900
6. Initiate or influence	£1,000	£1,000	£1,000	£1,000	£1,000	£1,000
7. Set strategy or inspire	£1,200	£1,200	£1,200	£1,200	£1,200	£1,200

Standards for Consultancy Day Rate cards

Consultant's Working Day – 8 hours exclusive of travel and lunch

Working Week – Monday to Friday excluding national holidays

Office Hours - 9am to 6pm Monday to Friday

Travel, mileage Subsistence – Included in day rate within M25. Payable at department's standard T&S rates outside M25

Mileage – As above

Professional Indemnity Insurance – included in day rate

Level definitions

	Autonomy	Influence	Complexity	Business Skills
1. Follow	● works under close supervision ● uses little discretion ● is expected to seek guidance in expected situations	Interacts with immediate colleagues.	● performs routine activities in a structured environment ● requires assistance in resolving unexpected problems	● uses basic information systems and technology functions, applications, and processes ● demonstrates an organised approach to work ● learns new skills and applies newly acquired knowledge ● has basic oral and written communication skills ● contributes to identifying own development opportunities
2. Assist	● works under routine supervision ● uses minor discretion in resolving problems or enquiries ● works without frequent reference to others	● interacts with and may influence immediate colleagues ● may have some external contact with customers and suppliers. ● may have more influence in own domain.	Performs a range of varied work activities in a variety of structured environments.	● understands and uses appropriate methods, tools and applications ● demonstrates a rational and organised approach to work ● is aware of health and safety issues. Identifies and negotiates own development opportunities ● has sufficient communication skills for effective dialogue with colleagues. Is able to work in a team

				● is able to plan, schedule and monitor own work within short time horizons ● absorbs technical information when it is presented systematically and applies it effectively
3. Apply	● works under general supervision ● uses discretion in identifying and resolving complex problems and assignments ● usually receives specific instructions and has work reviewed at frequent milestones ● determines when issues should be escalated to a higher level	● interacts with and influences department/project team members ● may have working level contact with customers and suppliers ● may supervise others in predictable and structured areas ● makes decisions which may impact on the work assigned to individuals or phases of projects	● Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.	● understands and uses appropriate methods, tools and applications. ● demonstrates an analytical and systematic approach to problem solving ● takes the initiative in identifying and negotiating appropriate development opportunities. ● demonstrates effective communication skills. ● contributes fully to the work of teams ● plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation and procedures ● absorbs and applies technical information ● works to required standards ● understands and uses appropriate methods, tools and applications ● appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or

				client
4. Enable	● works under general direction within a clear framework of accountability ● exercises substantial personal responsibility and autonomy ● plans own work to meet given objectives and processes.	● influences team and specialist peers internally. Influences customers at account level and suppliers ● has some responsibility for the work of others and for the allocation of resources ● participates in external activities related to own specialism ● makes decisions which influence the success of projects and team objectives.	Performs a broad range of complex technical or professional work activities, in a variety of contexts.	● selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving ● communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences ● facilitates collaboration between stakeholders who share common objectives ● plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures. ● rapidly absorbs new technical information and applies it effectively ● has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client. ● maintains an awareness of developing technologies and their application and takes some responsibility for personal development

5. Ensure or Advise	● works under broad direction ● is fully accountable for own technical work and/or project/ supervisory responsibilities ● receives assignments in the form of objectives ● establishes own milestones and team objectives, and delegates responsibilities ● work is often self-initiated	● influences organisation, customers, suppliers and peers within industry on the contribution of own specialism ● has significant responsibility for the work of others and for the allocation of resources ● makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget ● develops business relationships with ● customers	● Performs a challenging range and variety of complex technical or professional work activities ● undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts ● understands the relationship between own specialism and wider customer or organisational requirements.	● advises on the available standards, methods, tools and applications relevant to own specialism and can make correct choices from alternatives ● analyses, diagnoses, designs, plans, execute and evaluates work to time, cost and quality targets ● communicates effectively, formally and informally, with colleagues, subordinates and customers ● demonstrates leadership ● facilitates collaboration between stakeholders who have diverse objectives ● understands the relevance of own area of responsibility or specialism to the employing organisation ● takes customer requirements into account when making proposals ● takes initiative to keep skills up to date. Mentors more junior colleagues ● maintains an awareness of developments in the industry ● analyses requirements and advises on scope and options for operational improvement ● demonstrates creativity and innovation in applying solutions for the benefit of the

				customer
6. Initiate or influence	● has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects ● establishes organisational objectives and delegates responsibilities ● is accountable for actions and decisions taken by self and subordinates	● influences policy formation on the contribution of own specialism to business objectives ● influences a significant part of own organisation and influences customers and suppliers and industry at senior management level ● makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance ● develops high-level relationships with customers, suppliers and industry leaders	● performs highly complex work activities covering technical, financial and quality aspects ● contributes to the formulation of IT strategy ● creatively applies a wide range of technical and/or management principles.	● absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk ● understands the implications of new technologies ● demonstrates clear leadership and the ability to influence and persuade ● has a broad understanding of all aspects of IT and deep understanding of own specialism(s). ● understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation ● takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry
7 Set Strategy and inspire	● has authority and responsibility for all aspects of a significant area of	● makes decisions critical to organisational success	● leads on the formulation and application of strategy	● has a full range of strategic management and leadership skills ● understands, explains and presents complex

	work, including policy formation and application ● is fully accountable for ● actions taken and decisions made both by self and subordinates	● influences developments within the IT industry at the highest levels. ● Advances the knowledge and/or exploitation of IT within one or more organisations ● develops long-term strategic relationships with customers and industry leaders	● applies the highest level of management and leadership skills ● has a deep understanding of the IT industry and the implications of emerging technologies for the wider business environment	technical ideas to both technical and non-technical audiences at all levels up to the highest in a persuasive and convincing manner ● has a broad and deep IT knowledge coupled with equivalent knowledge of the activities of those businesses and other organisations that use and exploit IT ● communicates the potential impact of emerging technologies on organisations and individuals and analyses the risks of using or not using such technologies ● assesses the impact of legislation, and actively promotes compliance ● takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in IT in own area(s) of expertise.