

Crown
Commercial
Service
Supplier

Electus[®]
RECRUITMENT SOLUTIONS

RM6002
Permanent Recruitment Solutions



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Introduction

Established in 2003, Electus is a leading recruitment consultancy specialising in the Digital, Data and Technology sector.

Our aim is to work with you to find and secure highly skilled talent quickly and efficiently, utilising the most sophisticated search methodologies available. Since 2003 we have worked with clients across the UK with those objectives in mind and whilst technology, projects and requirements have changed and grown more sophisticated, our commitment to driving your business forward hasn't.

We take pride in what we do, and you can be confident that we will always strive to exceed your expectations.

We do this by providing our talent delivery consultants with the tools they need to identify and engage with the best talent available, not just the best talent on the market.

Our talented recruiters work are experts in their field with solid industry knowledge. We have held ISO9001 UKAS approved certification since 2005 and our Quality Management System is focused on premium customer satisfaction throughout the recruitment journey.

We are an APSCo member; the Association of Professional Staffing Companies is a leading trade body supporting the professional recruitment sector in the UK. You can rest assured that you are partnering with a professional recruitment firm that is committed to best practice and achieving the highest quality standards that have earned us a reputation for excellence.

Increased pool of diverse candidates

We have access to the latest diversity guidance and advice to help us access new, diverse talent pools, support your CSR objectives and encourage best practice throughout the candidate sourcing and selection process.

Enhanced employer brand and reduced risk

We partner with our clients to extend and amplify your employer brand in the market place, using our access to best practice legal advice and the latest market intelligence provided to source rare talent and mitigate reputational risk to your organisation.

Greater peace of mind from working with the best

In order to join APSCo, we had to pass over 20 quality checks with clients and candidates and sign up to APSCo's strict Code of Conduct that ensures that only the best firms can become APSCo members.

Our culture

Our core working principles form a part of everything we do. Our talent delivery consultants are challenged to demonstrate high working standards, operate with commercial maturity, tackle every task with positivity and treat colleagues, clients and candidates with respect.

Everyone is encouraged to 'choose their attitude', take ownership of their specialism, their personal development, the outcomes of their efforts and their journey with Electus. We want the recruitment process to be transformational for our clients and candidates, not simply transactional.

We pride ourselves on fostering an environment in which our teams of consultants feel positive, engaged, rewarded and well equipped to perform their role to the highest standards. We believe that by supporting our consultants in this way, we retain expert talent which allows us to better support you.

Crown Commercial Service RM6002 Approved Executive Search Lot

Electus have been chosen as a Lot 6 - Executive Search supplier for candidate identification and Attraction (Digital, Data and Technology (Ddat) Roles).

Electus has dedicated executive search consultants who have individually worked in the industry for over 18 years. Electus operates across the UK from the south coast with a satellite London office to specifically target the active local digital candidate and client market.

Our search consultants have had formal headhunting training and have advanced client and candidate mapping skills.

We are a niche search firm with a dedicated digital team. They focus on ensuring that we develop and maintain a talent pool of candidates with the skills, experience and qualifications required by our clients across the digital and IT domain. They work hard at cultivating and continually updating their network of contacts so that when a search assignment is awarded they will be ready to start recruiting potential candidates.

Job Roles Covered: Executive Search - Digital, Data and Technology

Chief Digital & Information Officer (CDIO)
Chief Information Officer,
Chief Digital, Data and Technology Officer
Chief Digital and Technology Officer
Chief Digital Officer
Digital Director
Director of Digital
Digital Delivery Director
Director of Digital Services
Operations Digital Director
Chief Technology Officer
Chief Data Officer
Chief Data Architect
Chief Information Security Officer
Chief Technical Architect
Director Capability Digital, Data & Technology
IT Delivery Programme Director
Director of Infrastructure and Platforms
Director of Common Technology Services
Digital Marketplace Director
Director Technology Strategic Solutions
Director of Digital Transformation Advisor
Director of Service Design and Standards
Director of Standards Assurance
Deputy Director Technology Standards
Deputy Director Engagement & Departmental Support

Head of Infrastructure Services
Head of Integrating Technologies
Head of Digital Capability
Head of Digital Workplace
Head of Fraud, Error and Debt
Head of Data as a Service
Head of Performance Planning
Head of Enterprise Architecture
Head of Support Services
Head of Digital Programmes
Head of Software Engineering Practice
Programme Director
Head of Engineering and Architecture
Director of Infrastructure and Platforms Delivery
Director of Live Services
Head of Service Management
Head of Technology Architecture
Head of Infrastructure Architecture
Head of Application Architecture
Head of Business Alignment Architecture
Head of Digital Architecture
Head of Digital Operations
Head of Intelligence Systems
Head of Global IT
Head of Service Performance
Head of Information Technology
Head of Data Platforms and Security
Head of Digital Programmes, Technology Lead
Head of Cloud Services
Head of Technology Lab
Head of Digital Security
Director of Technology Operations

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Executive Search - Digital, Data and Technology

An organisation's success is increasingly related to the effectiveness of their IT systems and digital capability. The Electus search team recognises the importance of securing the right IT and digital leaders. Our team of technology focused search consultants has recruited individuals with the talent to transform businesses for a range of clients: from start-ups and SMEs, to public sector organisation and multinational corporations

Our Approach

We have a highly collaborative and authentic approach to putting clients first and a focus on producing quality results. We work in partnership with our clients, providing objective judgement on recruiting leaders who will make a sustainable impact on their business.

Nearly 80 % of our clients are repeat business and our approach is focussed on long term value versus search volumes.

Electus will ensure successful service provision through robust contract implementation, account management and operational procedures which will include the following elements:

- Designated, experienced and well-trained named Account Director who has 18 years recruitment experience.
- Work to a formal ten step placement process, ensuring timely delivery and reporting
- Robust candidate attraction, recruitment, selection and referencing/checking processes.
- Accurate financial processes.
- Detailed management reporting to identify performance against specified service levels and contractual requirements.

These processes, when linked together will deliver a consistent, quality and successful service provision to CSS customers

The Ten Step Placement Process

Electus provides a unique and highly developed "10 step process" Our 10-step process helps us ensure that we meet the needs of the client and candidate.



Detailed Brief

It is vital that there is a clear understanding of the role and the culture within the organisation before any search is conducted. An appointment with the hiring manager will be necessary to discuss the role in more detail and to understand the culture, technical skills and competencies required.

It is at this stage that agreed criteria will be documented to be used in the questionnaire within the profiling stage of this process. At this stage a list of "off limits" candidates and clients will be agreed upon to avoid damaging either party during this campaign.

Passive Candidates

Identification of passive candidates relates to candidates working in relevant roles and organisations and not actively looking for work. Firstly, Electus utilises several social media engagement channels & techniques as well as direct research methods to identify suitable target companies and individuals.

Active Candidates

Electus has its own a talent pool of registered candidates, many of whom are exclusively registered,. Candidates will be identified within this pool and used to network to candidates who may potentially be interesting but to whom Electus needs to be introduced.

The vacancy will also be advertised on a range of on and offline channels depending on the target audience.

Search Report

Upon completion of the searching process and a comprehensive review of passive and active candidates, a report will be provided to the client illustrating the activity undertaken and giving a clear picture of available talent.

Profiling

All suitable candidates including internal applicants will then undergo a formal telephone interview based on the criteria previously agreed. If the candidate is deemed suitable following this process, then further profiling of the candidate will ensue. A full explanation is obtained from candidates who are not interested, and this will be reported to the client. Recommendations and referrals from candidates are always sought. Full referencing on candidates will be undertaken.

Bespoke Questionnaire

Electus will create, with your help, a list of key questions that each candidate will complete, and the results will be presented in the candidate profile pack. This will allow for easy identification of clear skills and experience gaps which are not always apparent in a candidate CV. Additionally, this process ensures that each candidate's suitability for the role is assessed on a like- for- like basis against essential criteria.

Candidate Assessment

Electus has access to a broad range of testing and assessment including but not limited to:

- Ability & aptitude testing using SHL verbal, numerical and abstract reasoning
- Teamwork assessment to ascertain aptitude for collaborative working using a blend of Myers Briggs Type Profile and Firo B
- Personal Profile Analysis (PPA)

Shortlist

Following the search to identify candidates and the profiling exercises to further establish suitability, the final shortlist will be presented. Details of shortlisted candidates will include CV, results of completed online assessment, PPA and the Electus suitability report.

Interviews

Candidates will be provided with interview preparation tips, directions and the format of the interview will be described. Post interview a full debrief will take place to establish ongoing interest and to identify if there are any possible reasons the candidate may withdraw. establish ongoing interest and to identify if there are any possible reasons the candidate may withdraw.

Offer Management

Once a suitable candidate has been identified, Electus will handle all offer delivery and possible subsequent negotiations.

Resignation and Counter Offer Management

It's not unheard of that candidates who have accepted a job offer and agreed a start date do not in fact start. As a consultancy we have implemented a formal, structured procedure to minimise the possibility to our clients. Whilst there is never any legally enforceable way of avoiding counter offers, our process is proven to dramatically reduce the risk.

Pre-Employment Follow up

The successful candidate may well be tied to a long notice period. Electus would ensure regular contact as the maintenance of dialogue allows early identification and elimination of any potential problems.

Candidate Start Confirmation and Client / Candidate Feedback

Following confirmation that the candidate has commenced employment, Electus will conduct a performance review with both the client and the candidate, seeking feedback on the entire process. By highlighting successes and identifying where there may be some room for improvement, further assignments will benefit from this knowledge and a stronger more efficient working relationship can be created.

Value Added Services

Electus provide several value-added services including:

- Skill Set Mapping and Talent Availability Surveys
- Salary and Benefits Reviews
- Talent Pooling and Planning Service
- SOW Consultancy
- Talent Brand Attraction Review and Consultancy
- Social Recruitment Advice and Consultancy
- Diversity attraction campaigns and advice
- Skills Testing and Psychometrics

Case Study

Executive Search Assignment - Head of Information Technology

The requirement

Our client is one of the UK largest defence and security companies with a world-renowned reputation for technology and testing capabilities. They were looking for an experienced IT leader with a background in delivering large scale IT transformation programmes. They needed a candidate with experience of updating and integrating legacy software and hardware Infrastructure across multiple sites and 4000 terminals.

Other equally important criteria included stakeholder management and the ability to deliver to multiple customers whilst always ensuring they meet the highest standards of quality, efficiency, affordability and functionality.

The solution

Electus started the search by attending a briefing meeting with the client to produce an assignment specification to cover company information, job description, candidate profile and remuneration package details. We invested time and energy in understanding the criteria, culture, needs and preferences of our client and helped them identify the essential and desirable criteria, job and person specification to allow us to generate a diverse talent pool.

The briefing meeting allowed us to understand how they wanted us to assess and evaluate the candidates we identified to ensure that the candidate matched the requirement and the vacancy matched the availability, capability and aspirations of the candidate.

We produced a competency-based interview framework that was approved by the client along with the EVP.

Our candidate attraction strategy is driven by having dedicated consultants working in a niche vertical market. We are a niche search firm with a dedicated digital team which focuses on ensuring that we develop and maintain a talent pool of candidates with the skills, experience, and qualifications required by our clients

They work hard at cultivating and continually updating their network of contacts so that when a search assignment is awarded they will be ready to start recruiting potential candidates.

For this assignment we did identify several candidates in our existing network however we wanted a diverse pool to shortlist from so we also researched target companies and relevant individuals within those companies.

This was achieved via asking our client for a list of competitors, networking amongst our current candidates, internet and database searches for relevant companies, exhibitions and conferences and directly contacting targeted people in specific companies who appear to fit.

Some of the best candidate referrals came from people we contacted but for many reasons were not interested at that time.

We also used niche online, print and paid for targeted social media and developed a relevant industry content campaign that was distributed via all major social media platforms to attract relevant candidates to our brand.

The results

Once we have created an extensive long list this was reduced through further analysis and screening based on our detailed client briefing to create a short list for client review.

This initial screening call was phone based and the successful candidates were then down selected and face to face meetings were set up in London to explore their motivations, personality and requirements in more detail to make sure that the opportunity and the candidate were truly a good fit.

We then presented a shortlist of the most suitable candidates to our client including a CV and detailed profile highlighting screening notes and relevant information. As a testament to this we provided 3 candidates all were interviewed.

The candidates had 2-3 interviews each and we liaised with the client to arrange dates and times that worked for both parties. We formally managed the feedback process to both the candidates and the client.

1 candidate was subsequently offered the position and we acted as the negotiator to secure a mutual acceptable offer. This included a salary uplift and some amendments to the contract of employment around reporting and responsibility. The project was delivered on time, within KPI metrics and within budget.

For further information contact;

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