



RECRUITMENT PACK

Senior Consultant (HR & Recruitment)

October 2017

HOW TO APPLY

Thank you very much for your interest in this post.

On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A covering letter explaining your interest in the role and detailing how you are a good candidate for this post – we recommend that this is no longer than three pages;
- The declaration form – but completion of the equalities section is not mandatory, this is for monitoring purposes in line with our commitment to equality and diversity; and
- Indicate on the declaration form if you cannot attend any of the interview dates.

Please note that applications can only be considered if all the documentation is complete. Please send your application, by email to: recruitment@campbelltickell.com.

You will receive an acknowledgement within 24 hours of receipt and we suggest that if after that time you have not heard from us, you telephone the office (020 3434 0990) to ensure that it has arrived. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.

Key dates:

Closing date for applications: **Monday 30th October 2017**

First interviews: **Wednesday 8th November 2017**

Second interviews: **Monday 20th November**

If you are shortlisted, there will also be a technical test, to be completed between the first and second stage interviews.

On the day of second interviews, there will be an opportunity to meet some of the in-house HR & recruitment team.

CONTENTS

Welcome letter	4
About Campbell Tickell	5
Role profile & specification	6
Our structure	8
Principal terms and conditions	9
Media advertisement	10

WELCOME LETTER

As a leading management consultancy practice, things are busy at Campbell Tickell, so this new senior role will deliver some much-needed capacity in our HR and recruitment team. Established some 18 years ago, we have grown considerably, are financially sound, and have continued ambition and resources for further expansion.

Our Senior Consultant will be responsible for co-ordinating the delivery of multiple HR and recruitment projects, as well as helping to expand our service offer.

Our HR projects are varied and often multi-faceted. We deliver a range of high quality services to clients encompassing: staff and organisational restructures; organisation development; change management, including HR support on mergers; support for disciplinary and grievance processes; performance appraisal; and reward assessment, which includes: market testing pay and benefits; advice on pay structures, job evaluation and PRP.

Our recruitment support focuses on the top end of the market. We are working with a wide range of clients, supporting leadership appointments to roles such as Chief Executive, Executive Director, Chair and Board member. In the markets where we operate, the competition for high calibre professionals is fierce and we help organisations to ensure that they are well-positioned to attract the right kind of talent. Our role and resources in search are increasingly valuable to our clients. So as our Senior Consultant, you will play a leading role to further develop our service offer and market reach, as we continue to expand our leadership recruitment offer into a range of sectors.

Since this is a new post in our team, you can shape the direction of the role. HR and recruitment are strategically important to Campbell Tickell's future, so you will have the opportunity to work with senior colleagues and our wide network of freelance associates, who are delivering projects in areas such as mergers; governance; and organisational transformation.

The staff who have joined us in recent years tell us that they really value the supportive and engaging atmosphere at Campbell Tickell. It's a friendly team, who care about their work and pride themselves on what we do – we are delivering cutting edge work; setting national standards in best practice; and helping countless organisations to improve, respond to a challenging external environment and find sustainable solutions. You could be at the heart of this success story.

For an informal discussion, please call me or my colleague Yvonne Frayling, and do of course read on to find out more about who we are as an organisation and how you can be a part of our future.



Gera Patel
Partner
020 3434 0990



Yvonne Frayling
Senior Recruitment Associate
07539 373 827

ABOUT CAMPBELL TICKELL

With a head office in the shadow of Wembley Stadium, Campbell Tickell is an established management consultancy focusing principally on housing, regeneration, charities and social care, and with a growing involvement in sports and leisure – across the UK and Ireland. Our services span: strategic and business planning; governance and regulation; performance management; procurement; asset management and development; mergers; growth and new business; regeneration and stock transfer; customer services; communications and public relations; organisational development, human resources and recruitment. Alongside our central team of 25 staff, we have a network of around 150 freelance associate consultants.

The recruitment & HR function incorporates an in-house team of seven posts and an associate network of around 10 professionals. With all our HR and recruitment projects, we bring all of consultancy experience to bear, working hard to develop and deliver tailored solutions for a wide variety of clients. They span a range of sectors including social and commercial housing providers; care, support and health organisations; developers and contractors; local and central Government; sports bodies; and charities. We recruit at CE and Director level for permanent roles and have a 97+% first-time success rate. For non-executive recruitment, our first-time success rate in appointing Chairs, Board members and trustees is 99%.

We also place senior interims in fixed term roles for a variety of organisations, largely at CE, Director or Head of Service level. The last couple of years have seen this function grow considerably, and we now have a dedicated resource to run the interim desk.

The values of our consultancy are:

- Straight talking and dealing;
- A 'can do' approach rooted in practical reality rather than theory;
- Working in partnership with clients, their customers and stakeholders;
- Equality and diversity at the heart of our work; and
- Environmental sustainability.

This adds up to a well-established practice, with a fantastic first-time success rate in leadership recruitment; a high-quality OD and HR offer; repeat and new clients; a strong market share; and an unrivalled reputation for service quality and value.

Our purpose is to help organisations change and improve and we believe that our brand speaks of reliability, quality, honesty, imagination and verve.

ROLE PROFILE & SPECIFICATION

Responsible to: Partner (HR & recruitment)

Responsible for: Line managing the Recruitment Manager, oversight on a project basis the work of recruitment and HR associates

Job purpose statement:

- To undertake and manage consultancy projects with a particular focus on HR and recruitment (permanent executive and non-executive)
- To support the sourcing and winning of new business for the company.
- As a senior team member, support designated aspects of the business.

Person specification: experience, knowledge and skills

- Degree level education or equivalent knowledge and understanding. CIPD membership will be an advantage.
- Track record at senior level in executive or non-executive recruitment.
- Track record in HR in areas such as pay and reward; restructure; OD; and investigation.
- Experience of working in a consultancy practice/role would be an advantage. Track record of generating new business would be an advantage.
- Knowledge of recruitment and HR in one of the following sectors would be an advantage, but is not essential: social housing; care; regeneration, development and/or property management; charity or public sector.
- Experience in handling numerical/information data sets.
- Ability to undertake and manage a range of projects simultaneously, so as to achieve consistent high standards of delivery within deadlines and budgets.
- Excellent written communication, with the ability to present complex information clearly, succinctly and persuasively.
- Strong oral communication, with the ability to present effectively to a wide range of audiences.
- Commercial acumen and financially literate, able to prepare budgets, and analyse income/expenditure.
- Strong IT skills, with knowledge of MS Word, Excel and PowerPoint. Experience of HR or recruitment software; and the use of social media for professional purposes will be an advantage.
- Experience of leading and managing dispersed teams.
- Tactful, diplomatic and able to uphold strict confidentiality.
- Strong time management, organisational and planning skills, able to work under pressure with good attention to detail.
- Self- starter, able to rely upon own judgement, enthusiastic with a 'can do' approach.

Main responsibilities and duties:

1. To provide oversight and delivery of a range of consultancy services to clients, with a focus on, but not limited to the following:
 - Permanent executive and non-executive recruitment;
 - HR services including restructures; investigations; OD; pay and reward; advice on mergers; and retained HR services; and
 - Other consultancy projects as required.
2. To take responsibility for a portfolio of consultancy projects, including:
 - Contribute to the design of consultancy projects in collaboration with the project leaders/associate colleagues;
 - Assembling project teams for HR and recruitment projects;
 - Overseeing the co-ordination of the work of staff and associates on projects;
 - Act as a point of liaison with relevant project teams and with clients, as required and to maintain excellent external relationships;
 - Retain oversight of the development of project plans, schedules and records; and
 - Prepare reports in the course of consultancy projects.
3. To oversee the maintenance and development of CT databases:
 - Salary and reward database – lead on the regular collection of accurate data; ensuring data integrity; developing report writing functions; and effective use of data on pay and reward projects.
 - Recruitment database (FileFinder) – maintain effective oversight of the use of project management tools to deliver live projects; development of reporting templates; and development of candidate intelligence reporting.
 - Together with the Business Manager, oversee the maintenance of efficient systems for invoicing and other systems/databases relevant to the company’s operations.
4. To support the winning of new business for the company, including:
 - Assisting in improving CT’s existing consultancy offer, developing new products; and
 - Writing proposals for new business and attending interviews if required.
5. Leadership, including:
 - Support the Partners in designated aspects of the business.
 - Proactive member of the HR & recruitment team, and wider CT in-house senior team.
 - Effective management of in-house staff, and associates in relation to projects.
 - Develop and maintain a comprehensive range of knowledge and understanding of best practice in designated areas of interest for the company, and to undertake continuing professional development as appropriate.
 - Undertake all work in accordance with the company’s code of professional conduct; equality & diversity policy; health & safety policy, and other relevant procedures.

No senior job description can cover every issue which may arise and the postholder is expected to be flexible in carrying out other duties as required from time to time.

OUR STRUCTURE

Partner

Gera Patel

Partner

James Tickell

Partner

David Williams

Partner

Radojka Miljevic

Partner

Greg Campbell

HR & Recruitment

Senior Consultant,
VACANT

Head of Interim Management,
Gemma Prescott

Recruitment Manager,
Rebecca Rampat

Recruitment Co-ordinators,
Kembi Coakelin, Kolleen Ocson,
and Marium Zubair

*HR & Recruitment Associates
Network*

Consultancy

Director, Sue Harvey

Associate Director,
Maggie Rafalowicz

Senior Consultants, Jon Slade,
Stephen Bull and Liz Zacharias

Consultants, Alice Smith and
Liseli Bull (*maternity cover*)

Policy & Research Officers,
Annie Field and Mia Rafalowicz-
Campbell

Project Support Officer,
Sade Joseph

Consultancy Associates Network

Business Support

Business Manager, Ljiljana
Milicevic

Finance Officer, Sarah Spence

Marketing & Communications
Co-ordinator, Zina Smith

EA to the Partners,
Stephanie Roberts-Morgan

Office Administrator,
Ben Williams

PRINCIPAL TERMS AND CONDITIONS

Reward package:

There is a competitive basic salary and potential to earn a bonus, linked to performance in the post. Please talk to us about your salary expectations before submitting an application.

There is a salary exchange pension scheme, and the employer matches employee contributions up to 5%. There is also a health insurance scheme with all contributions met by the employer. We also offer a season ticket loan.

Annual leave:

Annual leave entitlement of 25 days rising by one day for every completed year of service, to a maximum of 30 days after five years' service.

Location:

The post will be based at the company office in Olympic Office Centre, 8 Fulton Road, Wembley. Reasonable travel and associated costs will be met when travel may be required to other company offices, client premises, meeting locations, conference venues etc.

Working hours:

The basic working week is 35 hours. However, given the seniority of the role, flexibility will be necessary, including occasional evening and weekend work.

Probation and notice periods:

The probationary period is six months and the notice period after successful completion of probation is three months.

MEDIA ADVERTISEMENT



Senior Consultant (HR & recruitment)

Competitive salary, bonus and generous benefits / Wembley

We are a market leading management consultancy that delivers a range of multi-faceted HR projects and recruits to leadership roles, for a variety of clients.

This is a new post that demonstrates our desire to grow and expand our service offer and market reach. It's busy, fast paced and varied, so will suit if you like multi-tasking, having responsibility and making an impact.

You will have a background in either HR or recruitment, or ideally both. You will also have experience in overseeing and refining systems and processes. The innovation and creativity you bring will be especially valued.

Knowledge of clients and candidates in a particular sector is not essential. Campbell Tickell largely

operates in the housing; regeneration; charity; and care sectors, with a growing involvement in sports and leisure – and experience in one of these areas would be great, but we are also very open to seeing what learning you could offer us, from having worked in a different field.

This is a friendly place to work where we put a high premium on being supportive, caring about work and rewarding success.

For an informal discussion, please call Yvonne Fraying on 07539 373 827.

**A pack is available at:
www.campbelltickell.com/jobs.
Closes: Monday 30th October 2017**



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