



Recruitment of Senior Consultant HR and Recruitment

Recruitment Pack

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Equal opportunities monitoring and compliance forms
- attached separately to download from www.campbelltickell.com

Further information on Campbell Tickell can be found at
www.campbelltickell.com

INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in this position. Enclosed is the information you will require to assist you in completing your application.

To apply please can you:

1. Read the job description and person specification carefully. If you have any questions, please call Greg Campbell or James Tickell on 020 8830 6777, or e-mail greg@campbelltickell.com or james@campbelltickell.com.
2. If you feel that you meet the requirements of the person specification, please send us:
 - (a) A supporting statement (see point 3 below);
 - (b) A full CV;
 - (c) Contact details of two referees who know you and can comment on your ability to do the job – these should normally include your present or last employer – and confirmation of whether or not we can contact them now;
 - (d) The completed equal opportunities and compliance forms.
3. We recommend that this should be a maximum three pages and your supporting statement should explain:
 - (a) Why you are interested in this job;
 - (b) How you feel that you meet the person specification;
 - (c) Anything else you feel it would be useful for us to know (e.g. your availability).

Please note that applications can only be considered if all the documentation is completed.

However, it is not mandatory to complete the equal opportunities form. The information requested is purely for equal opportunities monitoring purposes in line with our commitment to equality and diversity, and will not affect the outcome of your application.

Once complete, please send your application, preferably in MS Word format, by email to CT@campbelltickell.com or by post to:

Campbell Tickell Recruitment
Olympic Office Centre
8 Fulton Road
Wembley
HA9 0NU

Applications must be received by Friday 5 February 2010 at 12 noon.



Olympic Office Centre, 8 Fulton Road HA9 0NU
Telephone 020 8830 6777 Fax 020 8450 9777
info@campbelltickell.com www.campbelltickell.com

January 2010

Dear Applicant,

Recruitment of Senior Consultant – HR & Recruitment

Thank you for your interest in this position.

Based in North West London, Campbell Tickell is a management consultancy operating principally across England, but also in Wales and Scotland. Our main focus is social housing, but we also work more widely in the public and not for profit sectors. Among our clients are housing associations, councils, social care providers, charities, and central government agencies and departments, and to date we have worked with more than 400 of them.

We're now 10 years old, and we've been Campbell Tickell for five years. We've grown continuously throughout the consultancy's life, and are a recognised 'brand' in the social housing sector in particular. We believe that our brand speaks of reliability, quality, honesty, imagination and verve. Our purpose is to help organisations change and improve.

The range of services we provide includes strategic planning; governance; regulation and inspection; human resources and recruitment; housing management; property services; regeneration and community development; service user involvement; procurement; coaching and organisational development; research and analysis; communications and public relations.

HR work, including recruitment, has been a major area of our work for a long time, but has especially grown over the past five years. Our HR consultancy services have included staffing structure reviews and workforce planning, assistance with reorganisations, organisational development and change management programmes, salaries and benefits reviews, job evaluations, advising on TUPE, conducting investigations, and involvement in managing challenging grievance and disciplinary cases.

As for recruitment, we have a strong track record in project managing the recruitment of executive and specialist posts, in sourcing and placing senior interim managers, and in recruiting non-executive board members and trustees. Over the past year in particular, we have been described as the key recruiter for permanent senior executive roles in social housing.

This new post of Senior Consultant - HR & Recruitment is crucial in enabling us to manage and effectively resource our work in these areas. For you, it's a great opportunity to target your skills at helping organisations improve, and at developing a business at the cutting edge of housing consultancy.

Our values as a practice are important to us: we aim to be an ethical firm. We are not simply in this business to make money. Yes, we are a commercial operation, but we care about the quality and standards we deliver; we want to make a difference; we aim to add value. Above all, we have a stake in the sectors in which we operate: we want to help organisations sustain and improve in meeting the needs of their service users. We are committed to promoting and supporting diversity.

We think this is a great place to work. We have an excellent, committed and professional core team and an extensive and high calibre network of associate consultants around the country. And we're a player in the field in which we operate, undertaking a lot of cutting edge work, developing best practice at national level, and helping individuals and communities have more control over their lives.

Maybe we would say these things, wouldn't we? Have a look at our website (www.campbelltickell.com), and by all means get in touch. If you'd like to chat about the role, please call Greg Campbell on 020 8830 6777 or 0793 048 0244 (but please note he'll be away from 15th to 18th January), or James Tickell on 020 8830 6777 or 0798 665 7614.

Enclosed is the information you will require to assist you in your application.

We look forward to hearing from you.

Yours sincerely,



Greg Campbell
Director



James Tickell
Director

SENIOR CONSULTANT – HR & RECRUITMENT**JOB DESCRIPTION**

ACCOUNTABLE TO: Directors

MANAGEMENT OF: HR Manager
Associate Consultants
Other permanent and temporary staff as designated

DATE: January 2010

1. MAIN PURPOSES OF JOB

- 1.1 To manage and develop the company's Human Resources, Recruitment and Organisational Development consultancy services, ensuring that consistent high standards of service are delivered to clients, job applicants and other customers.
- 1.2 To source and win new business for the company.
- 1.3 To undertake high level consultancy and recruitment work, leading and managing project teams.
- 1.4 To contribute to the leadership and management of the company, as a member of the senior team.

2. KEY TASKS**Human Resources**

- 2.1 To manage and co-ordinate the provision of HR consultancy services to clients, including:
 - (a) Organisational development;
 - (b) Staffing structure reviews;
 - (c) Salaries and benefits benchmarking, and job evaluations;
 - (d) Disciplinary and grievance handling;
 - (e) Confidential investigations; and
 - (f) Policy and practice development.

and to lead and support other consultants (both CT employees and associates) in delivering such services.
- 2.2 To take responsibility for a portfolio of consultancy projects, including:

- (a) Assembling project teams;
 - (b) Managing and co-ordinating the work of staff and associates working within teams;
 - (c) Client liaison; and
 - (d) Final responsibility for writing and/or signing off project reports.
- 2.3 To work with the Directors in developing new business, including:
- (a) Networking and liaising with existing and potential clients;
 - (b) Seeking out and identifying new opportunities;
 - (c) Writing proposals for new business.
- 2.4 To advise and support the Directors on HR policy and practice matters in relation to the company's employment of staff and engagement of associate consultants.
- 2.5 To keep abreast of developments in employment legislation and best practice, and to advise colleagues accordingly, and to undertake continuing professional development as appropriate.

Recruitment and selection

- 2.6 To oversee the company's permanent and interim recruitment projects and campaigns, working with the HR Manager to ensure all aspects of the recruitment process administration are managed effectively.
- 2.7 In liaison with the Directors and the HR Manager, to allocate teams of consultants and recruitment staff to work on individual recruitment campaigns.
- 2.8 To take the lead on a portfolio of recruitment campaigns, including liaison with clients and attending interviews.
- 2.9 To ensure that effective monitoring systems are in operation in relation to recruitment applications, in accordance with best practice and relevant legislation.
- 2.10 To build strong relationships with clients and candidates alike and to manage the expectations of both.
- 2.11 To ensure that the company's recruitment practices are fully compliant at all times with the Employment Agencies Act 1973, the Conduct of Employment Agencies and Employment Businesses Regulations 2003, the Data Protection Act 1998, and other relevant legislation.

General

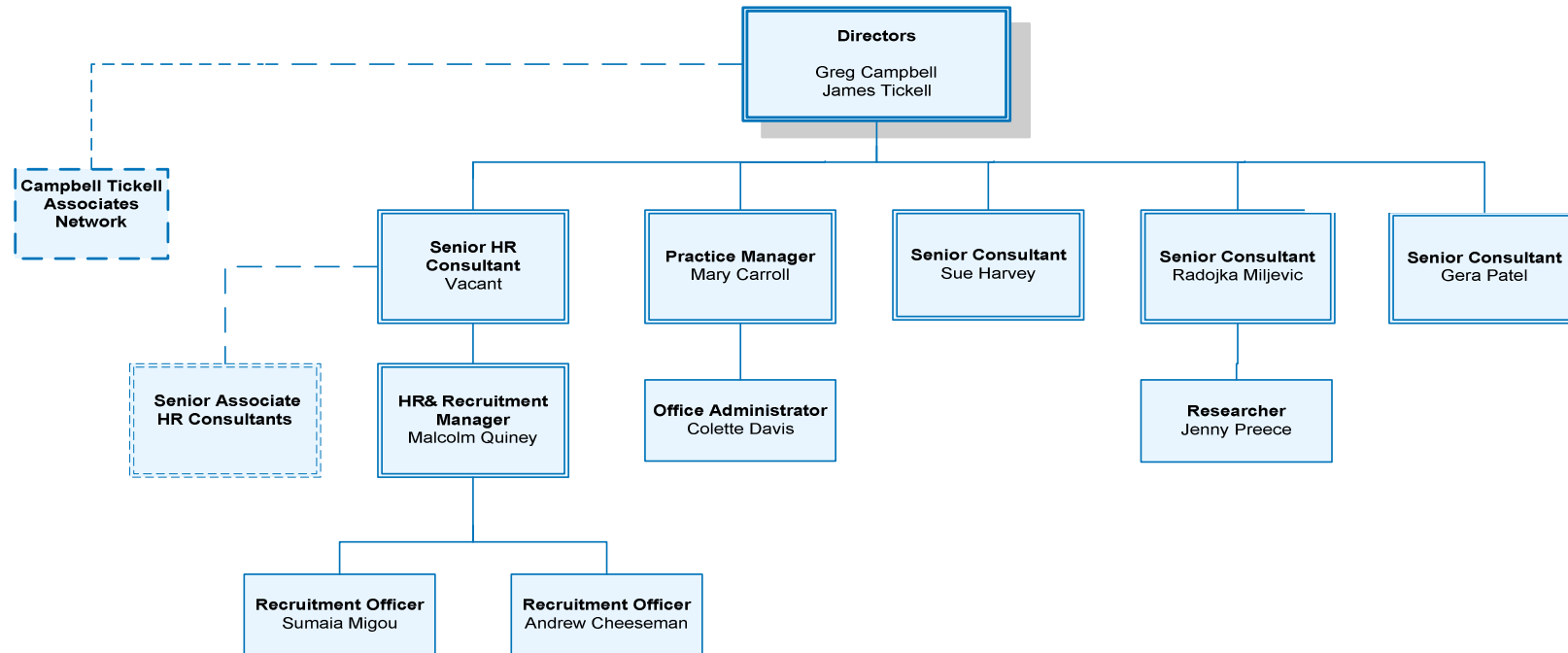
- 2.12 To manage the HR and Recruitment team, including responsibility for induction, training and development, and appraisal.
- 2.13 To support the Directors in managing the company, and to take lead responsibility for designated elements of the business.
- 2.14 To undertake all work in accordance with the company's Code of Professional Conduct, Equal Opportunities and Diversity, Health and Safety, and Quality Assurance policies and procedures.
- 2.15 To carry out any other appropriate tasks as required by the Directors.

SENIOR CONSULTANT – HR & RECRUITMENT**PERSON SPECIFICATION**

	<i>Essential Criteria</i>	<i>Desirable Criteria</i>
Knowledge and experience	<ul style="list-style-type: none"> • Chartered member of CIPD. • A strong track record in all areas of recruitment, HR, and organisational development. • Degree level education or equivalent knowledge and understanding. • Comprehensive understanding of employment legislation and best practice. • Experience of managing and developing administrative systems in HR and recruitment. • Experience of managing and developing staff. • Understanding of good practice in Data Protection. 	<ul style="list-style-type: none"> • Experience of working in the public and/or not for profit sectors. • Knowledge of the social housing and/or charitable and/or public sectors. • Experience of working in a consultancy capacity. • Experience of bidding for and winning new business. • Knowledge of good practice in Health and Safety. • Experience of executive search.
Skills and abilities	<ul style="list-style-type: none"> • Strategic vision for the potential future development and operation of the company's HR, recruitment and organisational consultancy services. • High level project management skills. • Good networks with a range of high level contacts in one or more of the following sectors: social housing, health and social care, local government, central government, voluntary/charities. • Ability to generate new business. • Solid experience of MS Office applications, in particular Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> • Understanding of the principles of effective design. • Aptitude for clear presentation and layout.

	Essential Criteria	Desirable Criteria
	<ul style="list-style-type: none"> • Ability to undertake and manage a range of projects simultaneously, so as to achieve consistent high standards of delivery within deadlines and budgets. • High level negotiating skills. • Excellent written English. • Able to communicate complex information clearly, succinctly and persuasively to a wide range of audiences. • Ability to work under pressure, prioritise work and meet deadlines. • Ability to multi-task. • Excellent attention to detail. 	
Approach	<ul style="list-style-type: none"> • Understanding of and commitment to best practice in equal opportunities and diversity. • Commitment to delivering excellent customer services. • Commitment to work within the company's Health and Safety Policy framework. • Energy, drive, enthusiasm and commitment. • Willingness and ability to work independently, to use initiative and to take decisions (within the confines of company policy). • Willingness to be flexible and adapt to meet changing demands. • Willingness to travel when required. • Understanding of and commitment to the requirements for strict confidentiality. • Tact and diplomacy. 	

STRUCTURE CHART



PRINCIPAL TERMS AND CONDITIONS

(For information purposes only)

1. Office location

Based at the company office in Wembley, Middlesex. Travel will be required to other company offices (currently Cricklewood, London NW2) and to clients' offices as necessary for meetings and project work.

Reasonable travel and associated costs will be met for travel between the company office and other necessary locations.

2. Salary

Basic starting salary from c. £70,000 per annum

The basic salary will be reviewed annually to take account of (a) the cost of living, and (b) performance over the past year.

If appropriate, a non-consolidated bonus of up to 15% of basic annual salary may be awarded. This will be assessed and paid if awarded on a six monthly basis, according to performance over the past half-year by the employee and subject to the company's financial position being sufficiently healthy. Performance will be assessed based on measurable targets agreed at the start of the year, which will include (i) amount of new business generated by the post holder; (ii) client satisfaction, and (iii) overall company performance and profitability.

This potential bonus would be separate from the review of basic salary. Award of a bonus is not guaranteed.

3. Share options

A share options scheme is in the process of being established, for which senior staff will be eligible. This will provide for staff concerned to have the option to purchase shares in Campbell Tickell Ltd., up to a given maximum, in annual tranches following the anniversary of their starting with the company, up to a maximum of five years. This entitlement will be subject to good performance.

4. Holidays

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.

5. Hours of work

The basic working week is 35 hours. At this level, staff are expected to work the hours reasonably necessary to do the job.

6. Probationary period

The probationary period is six months. In the event of the post holder's performance being judged as satisfactory, their employment will be confirmed.

In the event of performance not achieving a satisfactory standard, the probationary period may be extended by up to a further six months.

7. Pension

There is currently no company pension scheme in operation. This will be reviewed during the next year. However, no prior commitment is made at this time to establish a scheme.

8. No smoking

A no smoking policy operates in the office.

9. Notice period

During the probationary period, the notice period on either side is one month. After successful completion of the probationary period, there will be three months' notice on either side.

Please note that an offer of employment will be subject to satisfactory references. Applicants may be required to undergo a medical examination.

PRESS ADVERT

Senior Consultant – HR & Recruitment

c.£70k + PRP + potential share options

Based Wembley

Campbell Tickell is a growing multidisciplinary management consultancy, operating across the country. HR and recruitment is a major area of our activity. This new post will be crucial in managing and resourcing our increasing workload. For you, it's a great opportunity to target your skills at helping organisations improve, and at developing a business at the cutting edge of housing consultancy.

We're looking for somebody pretty special!

You'll have a track record in all areas of recruitment, HR, and organisational development. CIPD qualified, you have first rate project management and systems experience, excellent communication skills, experience of managing and developing staff, and the ability to win new business.

Deadline for applications: Friday 5 February.



For details, visit www.campbelltickell.com,
or call 020 8830 6777 or e-mail
recruitment@campbelltickell.com.
For an informal discussion, please contact
Greg Campbell on 020 8830 6777.

Campbell Tickell is committed to promoting and supporting diversity, and to operating a balanced team.