

RM6229 Permanent Recruitment - Lot 2 – Non Clinical General Recruitment

Wise Employment is proud to be part of the Crown Commercial Services Supplier Contract. Our intent is to provide high calibre personnel to the Government and Public Sector. Wise Employment can provide recruitment solutions in the following categories.

- Analysis
- Commercial & Procurement
- Communications
- Digital, Data & Technology
- Finance
- HR
- Knowledge & Information Management
- Legal
- Operational Delivery
- Policy
- Project Management & Delivery

Our main specialisms are in the following categories (click on the category to jump to further information).

- [Legal](#)
- [Finance](#)
- [Digital, Data & Technology](#)

Wise Employment Overview

With over **30 years** trading experience, we believe our success is due to the continuous need for the provision of a quality driven recruitment organisation that prides itself on its **consultative** approach and innovation in this ever changing and problematic recruitment market.

Our pledge upon opening in 1991 was to ensure that we offered a **“truly personal service”**. This pledge became our mission statement that, as a team, we live by every day...

“Wise Employment’s aim is to provide the best, most responsive, quality driven and customer focused service to every one of our client companies, permanent candidates and temporary workers”



Specialist permanent & contract recruitment

Crown
Commercial
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We are an independent, owner managed, UK based recruitment Company. Our owners and senior management team all came from national recruitment agencies as there was a true niche in the market to work with clients offering **tailor made** service solutions. We opened during one of the worst recessions in the 1990's but grew our business by listening to our clients' needs and working in **close partnership** to really get to know and understand their business'. Our business has grown both organically and through acquisition to become an agency with a **wide geographical coverage**. Our branch network is based in the South and South West, however, due to the latest technology and our keen desire to support our multi sited clients, we cover **all areas of the UK** for permanent and contract positions ensuring we get the best and most relevant person working on our clients' roles.

We specialise through separate divisions and each team member becomes learned within their sectors of recruitment. As a Company we offer temporary, contract and **permanent staffing** solutions and supply our services to CCS through the following divisions:-

Wise Employment; manages the supply of office personnel – from PA/Secretarial to Reception, customer service, administration, accounts and finance, IT support and junior to general HR and Procurement personnel

Elite Recruitment Solutions; manages the supply of more senior personnel within Finance & Accountancy, HR management, Procurement management, Legal, Project management and senior office support.

Why should you choose to work with Wise Employment? Apart from our 30 years of supplying personnel to a wide ranging and diverse client base, we are also a quality driven organisation committed to implementing best practice and ethical practices. This is demonstrated by our accreditation to **ISO 9001:2015** throughout our network. Wise Employment has also been a member of the **Recruitment & Employment Confederation Member** since 1995 and works to the REC code of Professional Practice. There are circa 300 fellows of REC and three fellows work within Wise Employment, setting standards and expectations throughout our network of branches. Wise Employment is also committed to the **Stronger Together** initiative, which aims to tacking modern slavery in supply chains and we adopting a proactive approach to identifying Modern Slavery and Hidden Labour exploitation.

Equality Diversion and Inclusion. Wise Employment naturally attracts a diverse range of backgrounds across a wide geographical spread. Again it's in our teams' interest to leave no stones unturned in the hunt for calibre personnel and we naturally take note of every candidate's skills, experience, personality and desires where work is concerned and our aim is to reach out to more people who may not naturally apply for a role.

*“As an Employer and Recruiter, we champion equality, diversity and inclusion and embrace the uniqueness of each and every one of our employees, permanent candidates and temporary workers.
Wise Employment is a member of the Equality Register”*

We are continuously developing, implementing and promoting the roles we take and working with our clients to consult, assist and support in finding the personnel with the skills and experience required. This means educating clients on being more aware of the need to be **flexible** in terms of where the individual is working, seating, screens, hearing aids, visual aids, working hours, access to buildings and any specialist equipment as well as looking at groups and community services to help us reach under represented people.

The recruitment methodology does not need to be radically changed but it's important to adopt different approaches to broaden our **talent pools** and ensure that we are appealing to a broader range of candidates from different backgrounds.

In summary, Crown Commercial Customers can have the peace of mind of knowing that you are working with a Recruitment Business that is:

- ✓ Independent and Owner Managed
- ✓ 30 years of successful Trading
- ✓ Quality Driven and endorsed through our accreditations of not only our business but also our people
- ✓ We are champions of equality, diversity and inclusion and work with each of our candidates to source them suitable work opportunities and work with each of our clients to find the talented individuals required within their businesses.
- ✓ We offer tailor made recruitment services to meet the individual needs of your Department/Organisation

Our aim is to build a mutually successful and enjoyable **business partnership** with you and to become a natural extension of your recruitment process.



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Finance

Key Contact: Leigh Walker, leighw@elite-recruitmentsolutions.co.uk, Tel: 01628 591800

Our Finance & Accountancy Division accesses a wide variety of professionals across a broad client base, both private and public sector.

We source vacancies for candidates who are seeking Accountancy roles:- Part Qualified to Qualified to senior level and a range of personnel including:-

- Paralegals
- Legal Assistants
- Accounts Team Management
- Business Partnering
- Auditing
- Book Keeping.

We also assist Companies with the support personnel that manage the ledgers and general accounts staff to assist with expenses, payroll, queries, in putting of information and Data/Business Analysts.

The type of personnel that you are seeking dictates the methods that we use for sourcing the best candidates available. From local resourcing to national advertising campaigns. Dependent upon your requirements we will work with you to provide a recruitment plan on your vacancy/vacancies and agree the full recruitment process and the activities that we will carry out in order to attract the best candidates available.

We are able to carry out a range of testing from basic mathematical questions and data inputting skills to more sophisticated testing and software evaluation to ensure that your prospective candidate will be able to hit the ground running!



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Legal (except Administering the Justice System and Protecting the Public by Prosecuting Crime)

Key Contact: Leigh Walker, leighw@elite-recruitmentsolutions.co.uk, Tel: 01628 591800

Our legal Division is there to support Organisations that are seeking legal staff, at all levels and across all disciplines, throughout the UK.

We represent legal personnel from Graduates seeking their first contract through to Senior/Partner level Solicitors. We also supply experienced candidates who are looking for their next Legal Secretarial, Legal Assistant/Advisor or Paralegal positions.

Our Legal Division is also there to assist clients with the supply of personnel who can make changes in policy, contracts and auditing of legal projects and documentation within both the private and public sector.

We resource our legal candidates in various ways. Recommendation of our services through word of mouth, our database of candidates seeking specific legal positions and also through Head Hunting. Dependent upon the role, it is often likely that a prospective candidate will already be working in a similar role that you are seeking to fill. We will, therefore, identify potential personnel and approach them with a view to discussing your vacancy.

There is a high demand for legal professionals across the UK and we will work with you to identify the challenges and the benefits of the positions you have available. We need to ensure that we are offering an attractive proposition to put forward to your prospective new recruits.



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Digital, Data & Technology

Key Contact: Leigh Walker, leighw@elite-recruitmentsolutions.co.uk, Tel: 01628 59100

The world of IT is forever moving at a rapid pace. We look to capture real talent available in the market place who can bring their skills to your teams and organisation.

Historically IT offered a lot of contractor roles. However, since the changes to IR35 more IT personnel are seeking challenging roles in organizations' that can offer career progression, competitive salaries and benefits. Within the Crown Commercial, you offer a wide variety of roles from junior to senior and this is what we mirror. The positions that we have history in supplying include:

- Architects
- Project Leads
- Project Managers
- Project Coordinators
- Business Intelligence
- Consultancy
- Database Development including ERP and CRM
- IT Security
- Training
- Technical Auditing
- Networking
- Programme Management
- Software Development
- Web Technologies

In this ever changing industry we will look for the right talent to suit your needs. This will normally be through bespoke advertising and head hunting. However, we will work with you to agree the recruitment plan and will keep you informed, every step of the way.

Our campaigns for IT personnel have been from 1 to 20 personnel required to deadline. We recognise the importance of having the right people available to start at the right time.