

RM6229

Permanent Recruitment 2

Lot 2 - Non clinical general recruitment

Contents

- About us _____ p.01
- Why work in the public sector? _____ p.03
- Our commitment to CSR _____ p.04
- Equality, diversity & inclusion _____ p.05
- Our Process _____ p.06
- Our Industries _____ p.07
 - Digital, Data & Technology (DDAT) _____ p.08
 - Admin & Operations _____ p.09
 - Engineering & Facilities _____ p.10
 - Transport & Logistics _____ p.11
 - Professional Staffing & Management _____ p.12
- Our Experts _____ p.13

Mainstay Recruitment Solutions:

About Us



Formed in 2015, Mainstay Recruitment was founded with a mission to expertly solve recruitment challenges, utilising our core industries and expertise to make the hiring process seamless. We offer a multi-sector service offering employing an ambitious team of industry specialists, working together to deliver lasting recruitment solutions.

As a professional recruitment business, we practice what we preach, making a conscious decision to employ people who align with our company values, aiming to employ people who have a positive, friendly and hardworking mindset. We are a collaborative set of recruitment experts all working together to make a positive difference to the recruitment industry.

Our company strapline **united by ambition** reflects our approach to helping clients get ahead and connect them with leading candidates, ensuring everyone can thrive.

Our promise

Expertise

Our leadership team consists of a team of sector experts working collaboratively to offer our clients a wide and diverse recruitment offering.

Proven success

We facilitate 1000's of successful temporary, contract and permanent placements each year and partner 100's of businesses across the UK.

Ambitious team

We are a team of highly ambitious people working hard to make a positive difference in the recruitment industry.

Making an impact

We want to positively affect the recruitment industry by increasing service levels helping ambitious businesses find great individuals to join their team.

Always improving

Forward thinking, we are always trying to stay ahead of the recruitment curve, year on year making improvements to enhance our service.

Why work in the public sector?

Our commitment to the RM6229 – Permanent 2 framework means we will create an Employee Value Proposition (EVP) for each organisation we work with. During our briefing calls with each client, we build our knowledge on your operation that helps support each recruitment campaign. For us to secure you the best talent on the market we aim to become an extension of your organisation, presenting the EVP seamlessly to prospective candidates.



Flexible Working

Government organisations are often quite accommodating to your needs. Flexible working options are considered depending on the role.



Improved Work-Life Balance

On average the public sector offers shorter working hours than in the private sector due to employment awards and agreements that preserve shorter working hours.



Opportunities to Progress

As a large, multi-discipline employer there are opportunities to develop offering progression of responsibility and financial reward.



Make a Difference

A career in the public sector is the chance to make a positive difference to the lives of others.



Training

Public sectors bodies offer excellent training and staff are pushed to achieve their full potential by continuing their professional development.



Diversity & Inclusion

The Civil Service recruitment processes are underpinned by the principle of selection for appointment on merit based on a fair and open competition.

Corporate social responsibility

At Mainstay we take pride in giving back. Every year we commit our support to great causes coming together as a team to take part in activities, events and projects that make a difference to our local community but also on a national scale.



Fundraising

Every year, our team take on challenges to raise vital funds for our chosen charities - in recent years we have participated in Tough Mudder, skydives, walked 32 miles in our Mainstay marathon and climbed Snowdon. We also run initiatives such as sweepstakes throughout the year to encourage donations.

Getting involved

This year, we wanted to do more than fundraise. So we decided to put our employment knowledge to good use and launched Motivate, a project delivered to local young people attending Walsall College, to help improve their skills when entering the working world.

Commitment

2024 will be our third year supporting WAY Widowed and Young and Mind Birmingham, raising £12,000 so far.

About WAY

☎ 0300 201 0051

✉ widowedandyoung.org.uk



WAY is a UK charity that offers a peer-to-peer support network for anyone who's lost a partner before their 51st birthday – married or not, with or without children, inclusive of sexual orientation, gender, race and religion.

About Mind

☎ 0121 262 3555

✉ help@birminghammind.org

🌐 birminghammind.org



Since 1962 Birmingham Mind has been working hard with individuals with mental health needs assisting them to build upon their own strengths so that they are in control of their own lives.

To find out more about our commitment to CSR, please contact our CSR champion, Izzy.

☎ 01922 666 800

✉ izzy.mackenzie@mainstayrecruitment.co.uk

Equality, diversity and inclusion



Verify disability access for interviews



All staff complete external EDI training



Target under represented groups



Ensure written adverts are free from hidden bias



Our EDI Champion ensures standards are maintained

Our leadership team are committed to equality, diversity and inclusion - it is at the heart of everything that we do at Mainstay. Education is at the heart of our approach.

We are always learning and believe in adapting perceptions, mindset, and behaviours. All staff complete EDI training upon joining Mainstay, and this is kept up to date throughout their employment. Using this knowledge, we build what we learn into our recruitment process - this includes ensuring every

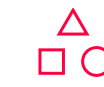
candidate has equal access to opportunities and is offered additional support and assistance with virtual or face-to-face interview processes where needed.

We review our processes via webinars and external training to ensure we maintain our standards to keep up with our ever-changing society. To manage this, we have an EDI champion, who is in charge of maintaining EDI standards across the whole of our business and in every aspect of our service.

To find out more about our commitment to EDI, please contact our EDI Champion, Rachael:  01922 666 800  rachael.lee@mainstayrecruitment.co.uk

How we will work with you...

01. On-boarding



An introduction to Mainstay. We will talk to you about our team, our account managers and how we will work for you. We understand your business and your recruitment strategy in order to add the most value.



Our experience gives us foresight into the recruitment process. During our briefing call with the hiring manager, we establish detail and niche factors that can affect the recruitment process and talent sourcing.

03. Setting a timeline

02. Taking a role



We will agree a time frame for delivery of the role. From start to finish we will agree on a process that brings value to your operation. From CV submissions, agreed feedback times, preferred interview process and an ideal start date.



Our specialist recruitment teams gather feedback from candidates and clients to keep improving our knowledge. Our commitment to continuous improvement means we are always developing our search and screening process bringing increased efficiencies to each campaign.

04. Feedback & learning

05. Aftercare

We promote a partnered approach to achieving your recruitment goals and we aim to support decision making offering market intelligence on national skills shortages, salary bandings and benefits packages on a regional and national basis. In an ever-evolving candidate landscape a recruitment partner which is always thinking and developing will help secure you the best talent.

Multi-sector service offering

We pride ourselves on our multi-industry service expertise. Providing people with the market knowledge and specialist recruitment services via our dedicated teams. Our aim is to deliver the correct resources to suit all of our clients and candidates needs. Connecting outstanding talent with the right organisations, making a perfect match.

Our industry specialists focus in these core areas:



Digital, data & technology

Understanding the intricacies of your requirement



Comprehensive knowledge

Our clients range from global businesses to tech start-ups, providing them with specialist recruitment across the UK and Europe.

With the industry saturated with roles that require niche skills and disciplines, working with a recruitment company that can identify and qualify these skills is a top priority for companies looking to hire. Our consultants work within concentrated skills and technologies meaning you will always deal with a specialist consultant who understands the intricacies of our requirement.

We support a wide range of public

and private sector organisations including biotechnology, IT managed services, retail, logistics and manufacturing, automation, banking and fintech.

We extensively screen, reference and interview candidates prior to sending them to our clients. This means we offer a very high candidate-to-placement ratio, saving you time and further streamlining the process for you.

💬 We are passionate about supplying creative, innovative solutions to our recruitment process. We offer a first class recruitment solution for interim, contingent or permanent staffing. 💬

Areas we specialise in within the DDAT sector

- Technical development
- Cloud, infrastructure & architecture
- DevOps
- Business transformation and strategy
- Project & project management
- Enterprise resource management (ERP)

Playing our part in the process

Our Admin and Operations team has a diverse range of over 20 years experience working across a wide range of sectors across the UK from Industrial, Commercial and Engineering vacancies.

We work with public sector organisations, private sector businesses ranging from SME's to global corporations. Whatever the business size or role we work on, our meticulous recruitment process which involves a 4-stage process of onboarding the organisation, taking a brief, setting a delivery timeline, feedback & learning and client aftercare ensures a uniformed process that delivers an efficient and tailored process for each client we work with. This is designed so we offer maximum value to each recruitment campaign.

We understand recruiting for yourself may be time consuming and counterproductive so we aim to take this away from you. We offer a full service from advertising, shortlisting CV's, rejection letters and face-to-face interviews, all of which save you valuable time and money. Quality and reliability are always our main priority when recruiting on your behalf.

Offering quality and reliable recruitment services to your business

Our team has experience recruiting for a wide variety of roles across the Admin & Operations sector, if you have a role and would like more information, give us a call to discuss your requirements and find out how we can help...

Get in touch with Tom:

☎ 07766 011 900

✉ tom.williams@mainstayrecruitment.co.uk

Admins & operations

Our passion is clear from the moment you begin working with us



Engineering & facilities

Working together we help our clients navigate the intricacies and complexity of the recruitment process.

Specialist industry knowledge

Our Engineering and Facilities division is fully equipped to deliver an exceptional client and candidate experience. We use our experience and resources to secure you the leading talent ahead of the competition.

Our team have dedicated specialist consultants, each with in-depth knowledge of their given sector, This ensures a quality service and a right-first-time approach to our recruitment process.

We pride ourselves on being a professional and cost effective recruitment solution

Why choose us?

We provide a tailored recruitment process to ensure your needs are met in full and on time. This offering includes conducting video face-to-face first stage interviews, utilising the full scope of our service functionality and enhanced compliance checks.

We ensure that our candidates enrol on a positive journey whilst engaging with us to guarantee we have represented you in the best light. Our high candidate satisfaction increases offer acceptance rates and boosts your market reputation as an employer.

Our reputation comes from a proven track record of client satisfaction

Our service offering consists of:

- Specialist industry knowledge
- Search & selection tools
- Candidate engagement methods
- A bespoke process

Some Engineering & Facilities roles we recruit for:

- Facility manager
- Building maintenance engineer
- Building services engineer
- Handyman
- Building services manager
- Estates support worker
- Estates maintenance worker
- Fire safety officer
- Estates manager
- Planning officer

Quality and reliability

Our driving recruitment team has over 50 years of recruitment experience working with transport and logistics businesses across the UK.

Our experience in the driving sector gives us foresight into the difficulties and obstacles that you can face when attempting to recruit in the industry. We hear many businesses give us similar feedback concerning issues they face when recruiting new staff.

All our clients receive a dedicated, experienced consultant that will make it their priority to understand you, your operation and your driver requirements. This means we instinctively make better placements more consistently ensuring a quality, compliant service is delivered to our clients.

“Finding driving professional with a positive approach to not only their driving tasks but compliance and health and safety procedures is vital.”

At the heart of our process is compliance.

Some transport roles we recruit for:

- All categories of drivers
- Driver assessors
- Operations managers
- Supervisors
- Planners
- Administrators
- Business Development Managers
- Compliance managers
- Transport managers

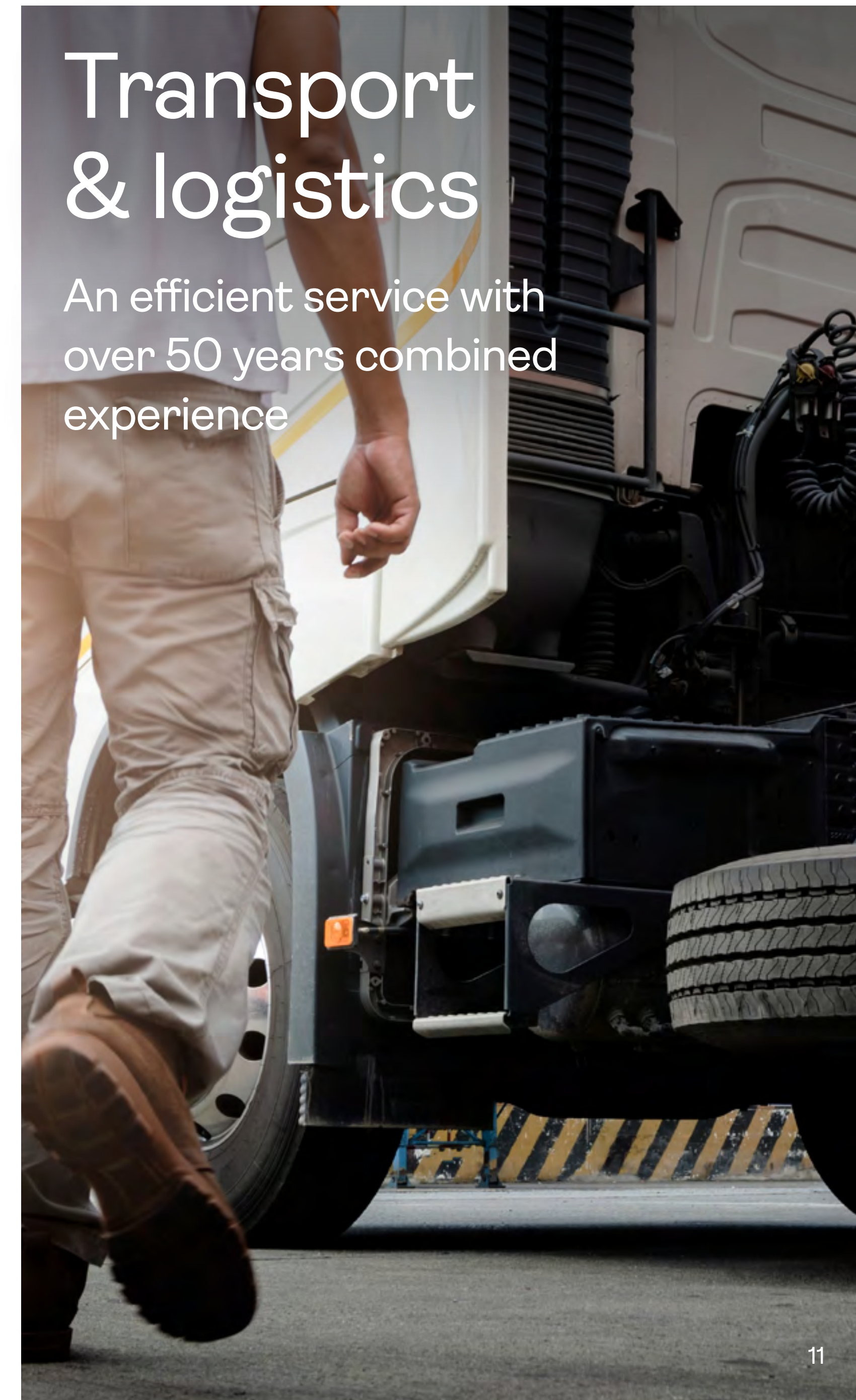
Get in touch with Andy:

📞 07983 058 116

✉ andy.woodvine@mainstayrecruitment.co.uk

Transport & logistics

An efficient service with over 50 years combined experience



Professional staffing & management

We understand that at the heart of every business are its people.

Working together for you

We demand that our clients receive candidates who do not just hit their skills criteria, but fit in with their culture and share a vested interest in their core values and vision.

Building a winning leadership team and recruiting “key hires” within your business is an important task. Finding candidates that not just hit the skills criteria but fit in with the core values and vision of the business are all valuable to ensure you are successful in bringing the right leaders into your operation.

Our Management and Professional Staffing team have extensive experience across public and private sector organisations helping to find the best talent on the market. We manage the whole process from start to finish with a bespoke service.

Our professional staffing and management division works with 100’s of organisations across the uk supporting the placement of “key hires” across their leadership teams.

In return for entrusting us with your recruitment, you will get dedicated, experienced consultants that will make it their priority to understand you and your business’ requirements, particularly the nuances and USPs that make your operation unique.

We have vast experience within the professional staffing sector, meaning our team of consultants can offer a recruitment solution across all areas of your business. To find out more about how we can help your business, give us a call...

“We believe a successful business is honest and ethical”

“Securing you the leading talent ahead of the competition”

Our Experts



Digital, Data & Technology:
Emmanuel Tetteh

Recruitment Consultant
emmanuel.tetteh@mainstayrecruitment.co.uk



Admin & Operations:
Tom Williams

Operations Manager
tom.williams@mainstayrecruitment.co.uk



Engineering & Facilities:
Liam Roberts

Recruitment Consultant
liam.roberts@mainstayrecruitment.co.uk



Transport & Logistics:
Andy Woodvine

Senior Branch Manager
andy.woodvine@mainstayrecruitment.co.uk






Professional Staffing & Management:
Rachael Lee

Divisional Recruitment Manager
rachael.lee@mainstayrecruitment.co.uk

Get in
touch today

Mainstay Head Office
Unit 3 Hatherton Court
21 Hatherton Street
Walsall
WS4 2LA

 01922 666 800
 info@mainstayrecruitment.co.uk
 www.mainstayrecruitment.co.uk