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InvitISE



Inviting you to success

RM6229 Permanent Recruitment 2

Lot 2

Non-Clinical General Recruitment



Inviting you to success

RM6229 Permanent Recruitment 2 – Lot 2 – Non-Clinical General Recruitment

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About Us



InvitISE is a boutique recruitment and talent management service with a unique approach; we partner with our clients as an extension of their organisation ensuring we represent them and their values.

We have both private and public UK recruitment experience that we leverage to fill various types of roles, ranging from permanent (salary), temporary (salary) and contract (hourly / daily rate) resources. This experience spans across a breadth of sectors, including IT, digital, technical, HR, business, finance, and accounting, and supply chain requirements.

We are led by the organisation's Founding Director, Fahim Rashid, who has been recruiting for over 15 years across various industries. Fahim understands that all clients, hiring managers, and candidates are all different. He therefore tailors the business approach to suit your requirements, helping to find a solution that works for you.

| Values | Vision and Mission |
|---|--|
| <ul style="list-style-type: none">• Honesty and integrity• Flexible and adaptable• Customer focus | <p>We invite you to partner with us and find success. Accommodating your every need and finding solutions that work for you.</p> |

InvitISE Values

At InvitISE, our underlying values are present in every one of our projects. These reflect our ethos and are key to giving you the best service.

Honesty and Integrity – work and communicate with honesty, openness, fairness, and integrity.

Flexible and Adaptable – as every client, candidate and situation is different, we will ensure we tailor our service to fulfil your needs.

Customer Focus –our clients and candidates are at the heart of everything we do. We will work to understand your organisation and people to provide the very best value.





Equality, Respect, and Accessibility

Promoting equal opportunities is fundamental to the ambitions and ethos of Invitise Ltd. We not only believe that every person deserves equal treatment, but also that recruiting entirely on merit is the best way to place the best candidates. Equal opportunity is therefore ingrained throughout our business, from the way we recruit internally, to the way we treat our customers and candidates. Candidates, customers, and employees can therefore engage with InvitISE knowing they will feel safe and respected.

Central to upholding our values and ethos is recruiting staff who share our values and then providing them further training. All staff receive training in the subject of equality and diversity within the first week of their employment, with refresher course scheduled every year. Our Director, Fahim, keeps up on legislation and other developments to ensure our training is always up to date and considerate of those from all backgrounds. Our fully trained and vetted staff will therefore treat their colleagues and all other persons with respect.

We want our values to be evident throughout our supply chain and stakeholders. We therefore extend our expectations throughout our supply chain, operating a zero-tolerance policy on discrimination, harassment and/or victimisation in the workplace in connection with any services provided. We mandate, as a minimum, that suppliers pledge their commitment to our values and all relevant legislation such as the Equality Act 2010.

Some public contracts deliver services to service users with needs such as physical or mental disabilities, medical conditions or other factors that place them in a vulnerable position. We ensure that these service users are always treated with courtesy and that their dignity, safety, security and wellbeing is always treated as a priority.

Human rights, Modern Slavery, and Human Trafficking

Our company is dedicated to protecting human rights and abiding by employment laws such as the Modern Slavery Act 2015.

We ensure that our activities do not directly or indirectly violate human rights in countries where we operate. During recruitment, we look out for signs of labour exploitation and human trafficking, and we act if we have any doubt. We carry checks out as part of our internal and external recruitment processes such as the retaining of passports.

Since victims of slavery are likely to engage with healthcare providers, our staff receive human rights training and can identify signs of trafficking. They are taught to refer the case to organisations which can first investigate and then provide support. Training our staff to recognise the sign of trafficking creates a network that subsequently helps us remain vigilant to the risks. Our staff also receive training in safeguarding to help them better respond to the risks related to health, wellbeing and human rights of children, young persons and adults at risk.

The greatest risk of slavery, child labour, human trafficking and inhumane treatment lies in the employment of suppliers and contractors by Invitise Ltd where their work practices may be non-compliant. Therefore, we only partner with reputable suppliers and will not enter into a business relationship with unethical businesses or oppressive countries.





Environmental sustainability

We are a startup company, established in May 2021, and we have embarked on the journey of gathering data related to our carbon emissions. To ensure the accuracy of our emissions calculations, we are collaborating with sustainability experts. As time progresses, we anticipate that we will accumulate more comprehensive and precise data, enabling us to enhance the accuracy of our business emissions reporting. Once we have a clearer understanding of our emissions, we will be better equipped to establish emission reduction targets.

As a responsible Small and Medium-sized Enterprise (SME), InvitISE Ltd are committed to reducing our carbon footprint and contributing to a sustainable future. Here are some key carbon reduction initiatives we will implement:

1. Energy Efficiency Improvements:

- Conduct an energy audit to identify areas of energy waste.
- Upgrade lighting systems to energy-efficient LED bulbs.
- Install programmable thermostats and optimize heating, ventilation, and air conditioning (HVAC) systems.

2. Sustainable Transportation:

- Encourage employees to use public transportation, carpooling, or biking to work.
- Implement a telecommuting policy to reduce the need for commuting altogether.

3. Waste Reduction and Recycling:

- Establish a comprehensive waste reduction and recycling program.
- Minimize single-use plastics and encourage reusable alternatives.
- Partner with waste management companies to ensure responsible disposal and recycling practices.

4. Sustainable Procurement:

- Source products and materials from suppliers who prioritize environmental sustainability.
- Consider life cycle assessments when making procurement decisions to choose products with lower carbon footprints.

5. Employee Engagement:

- Educate employees about the importance of carbon reduction and involve them in identifying and implementing sustainable practices.
- Incentivize and recognize employees who actively contribute to carbon reduction efforts.



6. Carbon Offset Programs:

- Invest in carbon offset programs that support reforestation, renewable energy projects, or methane capture initiatives.
- Calculate our company's carbon emissions and purchase offsets to neutralize our remaining emissions.

7. Continuous Monitoring and Reporting:

- Implement a carbon tracking system to monitor and report emissions regularly.
- Set annual reduction targets and track progress toward achieving them.
- Publish annual sustainability reports to communicate our carbon reduction efforts with stakeholders.

8. Collaborative Initiatives:

- Join industry associations and collaborative initiatives focused on carbon reduction and sustainability. Share best practices and learn from others in the field to improve our own initiatives.
- By implementing these carbon reduction initiatives, we are taking significant steps to mitigating climate change and reducing our environmental impact. We recognize that carbon reduction is an ongoing commitment, and we are dedicated to continuously improving our practices and setting higher targets as we progress

Community Engagement and Social Value

InvitISE believe that frameworks provide a real opportunity to support local communities and that these are achieved by providing employment and training opportunities for people from underrepresented communities. We work closely with local community centres in deprived areas of Manchester (such as Madrisa Zakaria in Whalley Range, Manchester). We have, and pledge to continue to, offer them:

- Career advice
- CV writing
- Job search assistance
- Interview techniques and training
- Skill shortage advice (e.g., software development, data science, AI, and robotics)
- High growth sector advice (e.g., IT)
- Mentoring to help those who have been unemployed for long periods
- Assisting those who have refugee status and criminal records to find meaningful and long-term employment

In addition to support and upskill the local community, we work to support regional development and growth by using locally based SMEs. This helps to create jobs and training opportunities for the community and the socially excluded. We strive to ensure we promote equal opportunities internally and via our supply chain partners so that communities experiencing high levels of social exclusion & shortfall in employment & training will have a better chance of not being discriminated against.



UK-Wide Specialisms



Experience

Our Director, Fahim Rashid, has experience across a range of sectors and has shared this knowledge with other InvitISE employees. The result is a team of recruitment consultants who are conversant with the market and understand what makes a vacancy attractive in each sector.

As a boutique recruitment agency, agility is central to delivering a high-quality service. However, we pair this agility with foundational knowledge of an effective recruitment strategy. We will therefore consider the specificities of each client in each sector before moulding one of our “off the shelf” solutions to your needs. This involves taking account of your budget and timescales to ensure we place the right candidate, in the right position, with the right benefit package. We have explained our agile methodology below:

Planning

We start by working with you to understand your needs and competitors. This early engagement provides a foundation for our customer specific recruitment strategy. We then use tools such as Google, LinkedIn, and our CV database to create a candidate profile that reflects your competency, experience, and culture expectations.

Candidate identification/attraction

We use innovative thinking to develop a marketing strategy which includes targeted advertising on job boards and social media and engaging with our existing talent networks. Once we identify suitable candidates, we engage with them to assess their interest and attract them to the role. We achieve this by putting your employee value proposition at the forefront of our engagements, clearly indicating your strategy and the candidate’s potential role within. We supplemented this with well researched benefits such as job satisfaction assurance and flexible working.

Candidate assessment and evaluation

In addition to our standard analysis of candidates’ CVs and screening calls, we support you in your creation of a written assessment. This results in us developing an assessed candidate statement that clearly articulates the candidate meets your requirements. This helps us identify candidates with a genuine interest, understanding, and suitability for the role.

Offer, appointment, and closure

After the candidate accepts the position, we help them manage their outstanding interviews, applications and other potential offers. We then keep engaged with the candidate to provide support and guidance.





Areas of Specialism – Analysis – UK wide

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of roles & specialisms we cover include:

- Business Analysis
- Information Analysis
- Data Analysis
- Project Analysis
- Programme Analysis
- Product Analysis
- Data Science
- Big Data
- Digital Analysis
- Security Analysis
- Infrastructure & Support Analysis
- User Research Analysis

Case study – Senior Data Analyst for a Data Insight company servicing the financial sector

About The company

A Data Insight and Intelligence Company servicing clients within the financial sector

The Requirement

The Customer needed to recruit a Senior Data Analyst with proven tableau skills and experience: in business data analysis; data mapping; data modelling; and strong stakeholder management skills. The candidate needed to be able to work closely with sales and non-technical departmental stakeholders. The salary on offer for this role was £50,000 to £60,000 depending on experience. The position had been open for 4 months with the customer facing challenges of filling the role via their own inhouse team & external recruitment partners. As InvitISE had filled another role with the customer, we were given the opportunity to work on this requirement.

The results

Requirement was fulfilled within 1 month by InvitISE. The candidate we placed was offered a salary of £60,000 and he could start immediately. The result was a pleased customer who had been struggling to fill the role for several months.





Areas of Specialism – Commercial & Procurement – UK Wide

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- Procurement
- Commercial
- Contract Management
- Category Management
- Sourcing
- Supply Chain
- Supplier Management
- Buying
- Commercial & Procurement Strategy
- Bid Management

Case study – Procurement Manager for a growing Consultancy servicing the public sector

About The company

A Procurement Consultancy servicing clients across within the private & public sector

The requirement

Recruit a Procurement Manager with previous Public Sector experience performing the role of a Generalist Procurement Manager including Procurement Strategy, Category Management, Contract Management, Qualified up to MCIPS. The salary for the role was £50,000. The role needed to be filled as soon as possible. The customer had been looking for a while but faced challenges of a tight budget constraint in a very candidate driven market. We were tasked with helping the business to fill the role as their internal team & external suppliers were struggling to fill the role.

The results

InvitISE filled the role within 7 weeks. The candidate we placed was secured at a salary of £50,000. Both the customer & candidate are happy.





Areas of Specialism - Digital, Data & Technology – UK Wide

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- Infrastructure, Networking, Desktop, Support, Engineering
- Delivery Management, Operations Management, Product Management, Scrum Master
- Software & Web Development, Engineering & Testing
- Database Development, Engineering, Testing
- DevOps, Automation, AI, ML
- Business Intelligence, Data Warehousing
- Cyber Security – SOC, Architecture, Analysis, Engineering, Network security, Testing, SecOps
- Data Science & Big Data
- Solutions, Enterprise, Technical Architecture
- Business Architecture, Business change, TOM, Organisation Change, Business Analysis
- UCD, User Experience
- IT, Portfolio, Programme, Project Management, PMO, Project Support

Case study – Front End Developer for a growing Digital Agency

About The company

Digital Agency based in Hertfordshire specialising in providing Digital Web Solutions for businesses across various sectors including

The requirement

Recruit a Front-End Developer with previous proven skills in HTML, CSS, Javascript, React and Typescript. The client needed someone who was eager to learn, passionate about technology and can form good relationships with their colleagues and clients. The salary on offer for the role was £45,000 to £50,000 depending on experience. The role had been open for approximately 6 months a highly competitive candidate driven market. The customer was happy to engage with recruitment partners to help fulfil this requirement.

The results

The candidate we sourced was secured for £40,000 (below the client's budget). We sourced a candidate who wasn't as experienced as they were initially looking for, but was a perfect culture fit, locally based, and had a passion for technology along with an eagerness to learn. The customer was really impressed and offered the candidate the role and has since, been a great addition to the team.





Areas of Specialism – Finance – UK Wide

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- Finance Management & Control & Operations
- Finance Business Partnering
- Finance Planning
- Audits
- Management Accountancy
- Payroll, AR, AP
- Finance Administration

Case study – Finance Business Partner for an accountancy firm in London

About The company

An Accountancy & Finance firm based in London with a providing Accountancy & Finance to companies across the UK servicing both the private & public sector

The requirement

Recruit a Finance Business Partner qualified to CIMA / CCAB & experience in financial management, full financial lifecycle, system & process improvement, adhering to International Financial Reporting Standards. The salary on offer for the role was £60,000. The role needed to be filled as soon as possible and the customer needed someone to start at short notice and therefore engaged with InvitISE.

The results

We sourced a candidate at £60,000 who was available immediately. The client was satisfied as we secured the right candidate with the right role within 3 weeks.





Areas of Specialism – HR – UK Wide

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- HR Management
- HR Business Partnering
- Learning & Development
- Organisation Design & Development
- HR Operations
- Pay & Reward
- Workforce Planning
- Diversity & Inclusion
- HR Analysis
- HR Systems
- HR Administration
- Recruitment
- Talent Management

Case study – HR Manager for a growing Pharmaceutical Company

About The company

Pharmaceutical company based in London, employing approximately 100 people, specifically specialising in private covid testing but now diversifying into other product ranges.

The requirement

Recruit a HR manager with previous Pharmaceutical & Healthcare experience to perform HR Generalist duties including HR Management, Operations, Recruitment, Conflict Management Payroll within a fast-paced environment as the business grows into different product lines. The customer needed someone who was proactive, dynamic and energetic to help drive the business forward. The salary on offer was £45,000 to £55,000. Given the size of the customer and lack of an inhouse recruitment team, the customer engaged with InvitISE to help fulfil the key strategic role as soon as possible.

The results

The successful candidate was secured by InvitISE at £55,000 and the role was filled within a month. Customer & candidate were both satisfied.





Areas of Specialism – Project Management & Delivery

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- Programme & Project Management
- Portfolio Management
- Programme & Project Delivery
- Project & Programme Delivery
- Stakeholder Management
- Agile / Scum Project Management
- Risk Management
- Business Analysis
- Service Delivery
- Change Management / Business Change
- Programme & Project Support
- PMO
- Programme & Project Administration
- Programme & Project Planning

Case study – Project Manager for a Digital Agency

About The company

Digital Agency based in London with a focus on servicing corporate clients offering full digital solutions

The requirement

Recruit a Project Manager with previous Digital Agency experience and proven skills & experience delivering Corporate full Web build projects The client needed someone who was personable, proactive, dynamic and energetic. The salary on offer for the role was £55,000.

The results

In a challenging market where salaries are on the rise, we managed to source a candidate who was within the Client's budget at £50,000. The candidate's CV did not bring out her relevant experience which would potentially have led to her not being shortlisted. We helped coach the candidate in to bringing out her relevant skills and experience on her CV (after conducting an in-depth interview with her). This led to her being shortlisted for the role and eventually being offered the role. Both the customer and candidate are really pleased with the outcome.





Areas of Specialism – Security

Key Contact – Fahim Rashid – fahim@invitise.com & ccs@invitise.com 0345 163 0135

Examples of areas we cover include:

- Cyber Security
- Security Architecture
- SOC / SIEM
- Threat Intelligence
- Vulnerability Management
- Penetration Testing
- Network Security
- Security Operations
- Business Continuity
- Security Risk Management
- Information Security

Case study – Security Architect for a Security Consultancy

About The company

Security Consultancy based in London with a providing full cyber security solutions to companies across the UK servicing both the private & public sector

The requirement

Recruit a Security Architect with previous experience of security architecture, processes, technical security design, cloud architectures, Certified to CISSP level. The salary on offer was £80,000 to £100,000. The role had arisen due to expansion as the customer had onboarded new accounts. Given the key nature of the role, the business engaged with us as a specialised Recruitment Partner.

The results

We helped secured the successful Security Architect for a salary of £100,000 and filled the role within 3 weeks. The customer and their end client are pleased with the outcome. The candidate has made a strong start to his new role.



Non-Modular Services



Strategy and Planning

As a business, when planning for the future, you will need to have considered your short, medium, and long-term recruitment needs into your strategy as your staff are the foundation of your organisation. InvitISE can help you form a Recruitment Strategy and Plan. Our plan seeks to improve your recruiting in 9 steps of key areas:

1. Defining your recruitment goals – InvitISE will help you improve diversity, streamline recruitment, build a talent pipeline, reduce the time to hire
2. Forecasting future needs to recruit – We can help you plan and budget whilst you can look to being proactive in attracting the right candidates.
3. Defining what types of candidates, you wish to attract – InvitISE can help you create clearly defined candidate profiles
4. Look at your EVP development: InvitISE has in-depth knowledge of local markets across the UK and can help you approach your EVP in what it is really like to work for your business to help you to attract, hire and retain candidates
5. Looking at your Sourcing Strategy - we can help formulate a marketing strategy around advertising via print, offline & online including job boards and social media.
6. Review your selection process – We can help you to identify how to keep candidates engaged, avoiding unnecessarily steps and administration, ensure equal opportunities & diversity is adhered to.
7. Design & Develop an onboarding process that is efficient and successful – We can help you identify risks and ensure you have a well-equipped onboarding process
8. Identification of Tools – InvitISE can provide you with a customised ATS, help you identify recruitment marketing platforms, onboarding software and employee engagement software.
9. Define a budget to support your plan – we can help you define a budget to support the cost of sourcing, selection & onboarding

Project Recruitment Process Outsourcing (RPO)

InvitISE offers an end-to-end RPO solution on both short-term and on a long term-basis.

If you have a need to recruit for a specific programme of work or project, our Project RPO solution can help you achieve your goal. We consistently deliver:

- Candidate attraction
- Candidate screening
- Candidate Assessment
- Scheduling of Interviews
- On Boarding
- Ensuring full compliance
- Exit Interviews

InvitISE helps you to deliver high value results in a short time.

