



1stExecutive

Crown
Commercial
Service
Supplier

RM6229

**PERMANENT RECRUITMENT 2 – LOT 2
NON CLINICAL GENERAL RECRUITMENT**

Specialists in Public Sector Commercial & Procurement Recruitment



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Central Government Organisation

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County Council





ABOUT 1ST EXECUTIVE LTD

ABOUT US

1st Executive are an owner managed, SME recruitment business providing both Public and Private Sector clients, UK wide, with immediate access to a diverse and inclusive network of c70,000 pre-screened Procurement & Supply Chain professionals – ensuring our clients are fast to market, helping reduce cost and time to hire.

Since 2003, 1st Executive have grown organically, underpinned by our core values which are focussed on quality and outcomes. Our commitment to these core principles is evidenced by a market leading vacancy fill rate of 1:2.5 (vs a UK market average of 1:7)

1ST EXECUTIVE SUPPORT PUBLIC AND PRIVATE SECTOR CLIENTS IN 5 CORE MARKETS:

-  • Procurement & Supplier Management
-  • Supply Chain
-  • Sustainability
-  • International Procurement & Supplier Management
-  • Interim Management

GEOGRAPHIC CAPABILITY:

Our geographic capability spans all areas of the UK and includes successful campaign delivery in locations as varied as London, Milton Keynes, Bedford, Cambridge, Northampton, Norwich, Ipswich, Bristol, Gloucester, Chippenham, Warwick, Birmingham, Derby, Sheffield, Leeds, Halifax, Chesterfield, York, Manchester, Liverpool, Edinburgh, Glasgow, Motherwell and Grangemouth.

WHY PARTNER WITH 1ST EXECUTIVE?

Over the course of the last 17 years, we have continually optimised our Candidate Attraction strategy to ensure that we are consistently identifying and attracting “Passive Talent” (those not actively on the job market) and what we refer to as “Layer 3” talent (those who are not immediately visible on social media and will not typically appear on headhunt lists). Typically, over 50% of candidates placed by 1st Executive are not actively on the job market.

- Our candidate and client network is more extensive than any other specialist in the Procurement and Supply Chain market, with our database providing immediate access to a diverse and inclusive network of c70,000 pre-screened, top tier Procurement & Supply Chain professionals
- Whilst our database offers immediate access to market, our business ethos is to deliver a formal ‘search’ methodology, not just for retained/exclusive campaigns, but as part of our delivery across our core PSL business

ABOUT 1ST EXECUTIVE LTD



- Our ‘search’ ethos is underpinned with extensive networking, referrals and recommendations, and is complimented with e-advertising across all relevant online job boards & social media sites proven to be frequented by Procurement & Supply Chain professionals
- The strength of our network is built on the basis of our position as a trusted partner to key industry figures as well as being the go-to specialist for a breadth of market insight/intelligence services encompassing salary benchmarking, competitor analysis, market mapping, talent pipelining and D&I advice specific to the Procurement & Supply Chain sector

TYPICAL PROCUREMENT ROLES:

1st Executive are the market leaders in the identification, attraction, and assessment of high-quality Procurement and Supply Chain talent at all role levels from £35K + on a permanent or fixed term contract basis, UK Wide.

We have a proven track record in supporting Public Sector clients with enhanced employment vetting requirements spanning BPSS, DBS, CTC, SV and DV level clearance.

PROCUREMENT:

PROCUREMENT ANALYST	PROCUREMENT MANAGER
BUYER	HEAD OF PROCUREMENT
SENIOR BUYER	DIRECTOR OF PROCUREMENT
PROCUREMENT SPECIALIST	SENIOR PROCUREMENT MANAGER
PROCUREMENT OFFICER	

CATEGORY MANAGEMENT:

CATEGORY OFFICER	CATEGORY MANAGER
CATEGORY SPECIALIST	HEAD OF CATEGORY MANAGEMENT

COMMERCIAL MANAGEMENT:

COMMERCIAL OFFICER	HEAD OF COMMERCIAL MANAGEMENT
COMMERCIAL SPECIALIST	
COMMERCIAL MANAGER	COMMERCIAL DIRECTOR

SUPPLIER RELATIONSHIP MANAGEMENT:

SUPPLIER MANAGER	SUPPLIER RELATIONSHIP MANAGER
VENDOR MANAGER	

CONTRACTS MANAGEMENT:

CONTRACTS OFFICER	CONTRACTS MANAGER
CONTRACTS SPECIALIST	HEAD OF CONTRACT MANAGEMENT

DIVERSITY AND INCLUSION:

As REC members 1st Executive are pledged to delivering a diversity agenda, whilst contributing to and supporting the development of best practice within the wider recruitment industry. Our pledge ensures that we are engaging with and sourcing candidates from diverse backgrounds. We are able to demonstrate a track record of supporting our clients in the delivery of their D&I ambitions, spanning both the private and public sectors.

All of our consultants are trained on specific diversity & inclusion items which are embedded into our values, and outlined in our Diversity, Inclusion and Equality statement. We are pro-active in attending D&I briefings, workshops and conferences, hosted by our clients, to ensure an understanding of, and compliance with, their principles, expectations and objectives.

As part of our Strategic Partnership with Guidant Global (part of Impellem Group) we actively engage in seminars and workshops across the 'Disability Confident' initiative covering recruiting disabled talent (RIDI) and 'Ambitious about Autism' highlighting a drive for neurodiversity. 1st Executive's commitment to Guidant's D&I agenda is embedded in our delivery to each of the customers with

which we engage via their framework contract including the likes of Bristol City Council, Bedford County Council, Heathrow Airport Ltd, Diageo, Syngenta, Willis Towers Watson and The AA, where we are able to evidence 100% compliance to D&I objectives.

ACCREDITATIONS:

1st Executive is a member of the Recruitment and Employment Confederation (REC), APSCO and Association of Executive Recruiters (AER), and the two Managing Directors are Fellows of the Institute of Recruitment Professionals (FIRP). We abide by the recruitment code of conduct, and REC / AER / FIRP quality initiatives, to provide a higher level of service to our clients.

MODERN SLAVERY:

1st Executive's Board is committed to ensuring that no act that is a form of modern slavery is tolerated within the business and that the Company's Respect for People ethos prevails in all business dealings. We are wholly committed to Best Practice in terms of acting ethically and with integrity and transparency in all business dealings, and continuously reviewing our systems and controls to safeguard against any form of modern slavery taking place within the business or our supply chain.



I've had the privilege of working with the 1st Executive team on two very important placements over the past 12-18 months, both of which resulted in the employment of two amazing talents into our organisation.

The calibre of candidates was high, with well prepared and high quality interview/discussions with each candidate through the process. Once recruited into the roles, both placements have already delivered exceptional credible results, with fantastic corporate culture fit to our organisation, and to our team

Head of Procurement, Global FMCG Brand

RM6229 - LOT 2 – NON-CLINICAL GENERAL RECRUITMENT



1st Executive have been brilliant. Never in my experience with a recruitment agency have I had such a personal touch with the level of information and help I have received. My interview prep was miles ahead of anything I have ever had before which is a testament to the close working relationships, they have with their clients which results in a true understanding of culture and role fit. The communication has been superb and proactive throughout - I have not once been chasing or left waiting. I would highly recommend 1st Executive to both candidates and clients

Senior Procurement Manager, Public Sector



HOW DO CLIENTS BENEFIT FROM USING 1ST EXECUTIVE?

Through RM6229, 1st Executive are ideally placed to provide buyers with immediate access to a diverse and inclusive network of c70,000 pre-screened Procurement & Supply Chain professionals – ensuring our clients are fast to market, helping reduce cost and time to hire.

- All Public Sector organisations can use Lot 2 of the framework agreement for their Commercial & Procurement hiring needs
- Quick on-boarding process and direct contact with an expert supplier in the Commercial & Procurement market
- Ability to directly award – reduce time and cost to hire by offsetting the need to compete for all requirement, whilst providing choice and flexibility to hiring managers

The framework can be used, free of charge, by all UK public sector bodies including NHS contracting authorities, local government, universities, charities and blue light services. The framework provides you the ability to secure quality candidates regionally and nationally across the UK under a variety of specialisms.

1st Executive Ltd are listed as a Preferred Supplier for this Framework Agreement, under Lot 2 - Non-Clinical General Recruitment, aligned to the Commercial & Procurement category.

THE FRAMEWORK TEAM



RICHARD SHELLEY

Director – UK Recruitment

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JAKE STONE

Public Sector Practice Lead

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About Jake...

Richard manages true partnerships with his clients, and we have promoted 1st Executive to strategic partners status based on their ability to fill roles and drive mutually beneficial relationships with our teams. He has a willingness to share value add information both to Guidant and our clients, and the speed of response and quality of candidate's shortlists often results in excellent fill ratios. Richard manages a team of niche market specialists within a dedicated account management structure. He also operates as our director-level escalation point to ensure the swift resolution of any business need. Richard always makes us feel safe in the knowledge that 1st Executive absolutely value our proposition and the relationship which we have built, and I would not hesitate to recommend him to any organisation who require procurement recruitment solutions

Supply Chain Director, Guidant Global

Jake is an experienced Procurement & Supply Chain Recruiter, in both Private and Public Sectors. A previous Business Manager for REED, specialising in Procurement whilst leading a team of multiple sector recruiters in the Northamptonshire and Milton Keynes area.

As the Public Sector Practice Lead, Jake is responsible for large-scale campaign delivery for the likes of the Metropolitan Police, Crown Commercial Service, NHS England, MOD and Department of Education - whilst leading all CCS RM6229 engagements.

Jake's portfolio also includes ownership of the Public Sector MSP partnerships which encompass the PSR, MStar3, REED GLA and Blue Light Commercial Service frameworks through which 1st Executive deliver interim solutions to clients such as Network Rail, Homes England and Land Registry.

RESEARCH TEAM:

The Framework team are supported by an in-house resourcing function. Our dynamic & agile resource prioritisation methodology ensures our team are never operating at >70% capacity.

This allows 1st Executive to roll-out the best people with the right skills, knowledge, experience & capability to support the Framework Manager on a campaign-by-campaign basis.



TALENT IDENTIFICATION & ATTRACTION

At the outset of any recruitment campaign, and as part of the face-to-face campaign briefing, 1st Executive's Framework Management team will consult and agree on candidate competencies as well as D&I expectations

and objectives to ensure that we fully understand our customer's priorities. 1st Executive utilise a 5-step candidate sourcing methodology to ensure comprehensive market coverage for each and every vacancy:



DATABASE SEARCH:

provides immediate access to a diverse and inclusive network of c70,000 pre-screened Procurement & Supply Chain professionals. This has been built and continually updated over a period of 17 years. Our contacts are coded with specific attributes relevant to their experience and searched across a broad range of criteria encompassing procurement category skill-set, salary, geographic location, post-code and relocation. We are also able to search across D&I criteria in order to provide a balanced shortlist, in order to hit key D&I targets for our customers



HEADHUNTING:

Identification of organisations within our clients geographical catchment area who are attracting and employing Procurement & Supply Chain talent. In turn, our research team identify all relevant individuals, across pre-defined target organisations, by mapping specific category skill-sets required for each and every vacancy. This is a systematic approach to headhunting every relevant target individual across every target organisation



ADVERTISING:

It is imperative that we create significant market exposure as a supplement to our database search. We carry out a non-branded e-advertising campaigns across all major UK job board, at zero cost to our client



ONLINE CV SEARCH:

using 'Broadbean' technology, we carry out additional searches across all relevant online CV databases. Provides us access to more than 1 million procurement and Supply chain candidate profiles globally. These sites include LinkedIn (Premium), Jobsite, REED, CV-Library, Monster, Jobsite, Procurement Leaders, Supply Chain Online & Supply Management



TALENT PIPELINING:

With effective communication between ourselves and our client, we are able to forward plan in order to improve time to hire, and reduce cost, through pro-active talent pipelining. We do this by ensuring the customer is pro-actively marketed as an employer of choice to the most diverse and inclusive range of candidates. We share agreed marketing material and thought leadership papers across all relevant social media platforms which we know are frequented by Procurement & Supply Chain professional's



REFERRALS:

utilising referrals from existing candidates & client contacts to identify passive talent. (typically > 50% of candidates shortlisted)

CASE STUDIES



CASE STUDY 1 : CENTRAL GOVERNMENT ORGANISATION

1st Executive engaged to provide an on-going talent pipelining solution – in order to meet on-going demand for Commercial / Procurement candidates:

To Date: Successfully appointed 25 x Commercial / Procurement Manager roles

Salaries: £40K - £65K

Location: West, South West, Midlands and London

On-Going Talent Pipelining: based on targeted headhunting to identify candidates with existing Defence sector experience, ideally with existing security clearance

D&I Performance: meet pre-agreed Gender objectives (50% + of shortlisted candidates)

Reporting: providing quarterly MI dashboard highlighting diversity statistics, campaign activity levels (including new candidate approaches), on-going CV to Interview ratio and placement data



CASE STUDY 2 : COUNTY COUNCIL

1st Executive engaged to provide contingent recruitment support to supplement clients direct advertising campaign spanning 7 key vacancies:

Filled 5 of 7 key vacancies:

3 x Social Care Category & Contract Manager roles
2 x Indirect Procurement & Contracts Manager roles

Salaries: £45K - £50K

Location: South East / London

Shortlist: included public sector talent with existing Social Care category experience, and private sector candidates, passionate about “giving back”

D&I Performance: outperformed pre-agreed Gender & BAME objectives (60% + of vacancies)

Post Placement care process ensured both candidate and client satisfaction with mutual touchpoints and feedback sessions scheduled at Week 1, Month 1, Month 3 and Month 6. 100% candidate retention during 1st 12 months

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OTHER ORGANISATIONS SUPPORTED



UNIVERSITY OF
Southampton

