



The recruitment specialists to the Public Sector

- SPECIALIST RECRUITMENT
- LARGE VOLUME RECRUITMENT

APEX 
engineering solutions

Apex Engineering Solutions has proven expertise in supplying permanent, temporary and contract staff to central government, local authorities, the NHS, and educational establishments across the UK.

Our uncompromising standard of service is delivered on a national scale, by expert consultants who are committed to providing consistency and improved value for money. Through this we meet, and often exceed our clients' expectations.

- Over 30 years specialist recruitment experience.
- Nationwide office network.
- Supply of temporary and permanent staff across a wide range of disciplines, at all levels.
- Consultants with significant knowledge of their business sectors.
- Accredited supplier status on the Buying Solutions framework agreement.



The simple, most cost-effective way to develop your workforce

Apex Engineering Solutions has over 30 years experience in providing permanent, temporary and contract staff to the public and not-for-profit sectors. Working in partnership with you, we can provide a fast and effective route to help you achieve increased efficiency and savings in your recruitment activities.

Our team of consultants work across a nationwide network of offices, which enables clients to benefit from their local market knowledge. Each consultant has substantial experience in their specialist sector: once they have spent valuable time understanding your organisation and the types of personnel you are looking for, they can provide the expertise required to carefully match candidates' skills with your criteria and offer the right staffing solution in a time frame that suits your requirements.

We recruit staff at all levels, from junior to senior positions, across a wide range of disciplines, and have the flexibility to fill a single vacancy or deliver large scale staffing projects:

Specialist Recruitment – Apex Engineering Solutions has a proven track record in supplying candidates in niche area roles in diverse geographic locations.

Large Volume Recruitment – we successfully attract and manage the delivery of large-scale recruitment campaigns on behalf of our clients. In fact on many projects, Apex Engineering Solutions has been appointed sole supplier. We also have the versatility to adapt to changing needs and deliver from multiple sites.

When you call on the experience and knowledge of Apex Engineering Solutions, you are accessing a resource which saves you time, money and effort, with professional support and advice at every stage of the process.

Core Business Sectors

- Built Environment
- Education
- Health and Safety
- Healthcare
- Office Support
- Procurement
- Project Management
- Social Care
- Social Housing



A recruitment service tailored to your needs

Our unique approach to recruitment, coupled with our expertise and flexibility means we can tailor our service to provide a bespoke solution that meets the specific needs of your organisation.

Dedicated Account Manager

We believe that in order to provide an effective, consistent level of service, it is important for us to gain a thorough appreciation of your staffing requirements. For this reason, each client is appointed their own dedicated Account Manager – establishing one point of contact helps forge a stronger, more productive working relationship.

Identifying your staffing requirements

Whatever your individual requirements may be, we will formulate a recruitment plan to deliver the volume and quality of staff you need, together with an agreed schedule which sets timescales against key stages of the project.

Candidate Sourcing

Apex Engineering Solutions use a wide range of methods to source the very best candidates for our clients. These include:

- **Database search** – access to an extensive and regularly updated database of quality candidates.

- **Job postings on our agency website**

- **Postings on specialist external job boards** – ensuring your vacancies reach the widest possible audience.

- **Trade journals, national and local press advertising** clients can benefit from our increased buying power by receiving reduced rates on advertising.

- **Executive Search and Selection** – consultants utilise our extensive network of contacts across a variety of disciplines to identify and encourage interest from high calibre professionals who may be looking to make their next career move.

Competency Based Interviews and Tests

To ensure a smoother recruitment and selection process, we match candidates' ability, skills and motivation to the exact specifications outlined by your brief. We conduct interviews face to face or when appropriate, by telephone. We also request that all candidates who apply for administrative or clerical positions perform a word-processing test to ensure they have the appropriate skills to fulfil each role.

Regular Reporting

Maintaining an open channel of communication is essential in order to find the specialist staff you need quickly. All our consultants use Management Information Systems to provide clients with monthly reports on: number of credible candidates sourced for shortlist, number of candidates interviewed, update on client's recruitment spend to help control budgets.



Candidate placement and aftercare

- We provide objective, independent assessment of candidates to ensure the best recruitment decision is made.
- Make appropriate arrangements with accepted candidates and provide feedback to all.
- Inform all applicants of the outcome of the selection process and advise on commencement dates.
- We help to ensure candidates settle in quickly and we keep in touch with your managers to ensure that the placement is a success.

Your Buying Solutions recruitment partner

Our framework agreement – and how you benefit

Apex Engineering Solutions has been awarded accredited supplier status on the Buying Solutions framework agreement. This agreement enables public sector organisations to source specialist contractors and permanent staff from pre-accredited suppliers. With Apex Engineering Solutions as your recruitment partner, you can find the specialist staff you need much quicker, saving you time and money.

The framework is structured to allow customers to select requirements as they are needed. Key benefits include:

- **Pre-negotiated terms and conditions** – offering contractual safeguards for peace of mind.
- **Save time** – no requirement for additional tender processes.
- **Save money** – benefit from the most competitive pricing for each recruitment exercise.
- **Pre-approved supplier** – reassurance that our services have been thoroughly vetted and selected as 'best in class'.
- **Best practice procurement** – we offer rigorous procurement procedures based on best practice with continuous monitoring and professionally-trained, experienced staff,

Putting our expertise into practice

Hereford NHS Trust Case Study

Hereford NHS Trust was experiencing difficulties attracting and retaining Maintenance Engineers in their Estates Department. This was due to their location and the response times needed to carry out reactive maintenance. We took on the assignment after several failed attempts by other agencies.

Our consultants visited the hospital to gain a thorough understanding of the types of personnel that were needed. We carried out extensive searches using our varied resources, within two days we sourced suitable candidates. Within two weeks both positions were filled and within a month, we had been given a further three positions which were also filled. The candidates were initially recruited on a temporary basis; all have since become permanent employees.

By understanding the structure of the department, the very specific criteria required to fill the roles and the difficulties the Trust had experienced in the past, we were able to satisfy their requirements.



Home Office Case Study

In order to save money, the Home Office decided to take the facilities management service, which had been contracted out, and operate it on a 'self delivery' basis. Consequently, there was a severe



shortfall in engineers on a national scale. We became involved in the recruitment drive in September 2008, and over the course of an 18 month period, we succeeded in filling all their vacancies. The positions included Heating Engineers, Electrical Engineers, Gas Engineers, AC Engineers, Administrators, Helpdesk Operators and Facilities Co-ordinators.

This was a complex assignment, but very fulfilling as the vacancies were in remote and very-difficult-to-source locations. By using our resources, networking and extensive advertising campaigns, we managed to successfully complete this assignment in time and on budget.

Equal opportunities

We seek to promote the benefits of diversity in all our business activities and are committed to ensuring our clients meet their own diversity targets. We treat everyone equally, irrespective of age, sex, disability, race or nationality. We do not discriminate when recommending candidates and each candidate is assessed only in accordance with their merits, qualifications and abilities to perform the relevant duties required by a particular vacancy.

Our guarantee of quality

We are members of the Recruitment and Employment Confederation. This reflects our commitment to best practice and shows our operations comply with all relevant legislation and requirements, which in turn, guarantees that every member of staff is recruited to the highest standard.



Forming valuable working partnerships

I was immediately impressed by their professionalism and attention to detail. Apex Engineering Solutions carry out a very thorough reference checking procedure, which means that any potential problems with candidates are highlighted at the earliest opportunity. This committed approach has been maintained throughout our working relationship, which has resulted in some excellent candidates being put forward, they have since been interviewed and are currently in post doing a great job.

Zoe Williams

Atkins Asset Management,
Hereford County Hospital

Apex is clearly customer focused, interested in long-term working relationships and has an excellent understanding of the marketplace. Their consultants are knowledgeable, helpful and have always provided me with high calibre candidates.

Mike Gill

Interserve FM, Home Office contract

We first enlisted the help of Apex to supply pre-mobilisation engineers. We now use them on a continual basis to supply permanent and temporary staff for hard and soft services. Their approach is conscientious, professional, and they have always thrived under pressure, especially in providing staff at short notice.

Peter Spratt

Interserve, DEFRA contract

To find out more about our
full range of services contact
Apex Engineering Solutions today

Call 0113 2432830

Email info@apexes.co.uk

Visit www.apexes.co.uk



■ **North**

Leeds

Tel: 0113 2432830

Email: leeds@apexes.co.uk

■ **South West**

Bristol

Tel: 0117 3149406

Email: bristol@apexes.co.uk

■ **Midlands**

Birmingham

Tel: 0121 2225201

Email: birmingham@apexes.co.uk

■ **South East**

London

Tel: 0203 1300398

Email: london@apexes.co.uk

