



Crown
Commercial
Service
Supplier

Hi and welcome to J&C Associates Ltd
IT Recruitment Specialist

**Approved
Supplier
RM6229**

We pride ourselves on providing an outstanding service to all our clients and 80% of our clients are currently in the public sector.

We do not work with 100s of clients, rather we work with a smaller number where we focus on delivering the best candidates on an ongoing and repeat basis.

We also offer additional services such as benchmarking, salary surveys, recruitment process reviews, interview training, strategy planning and we can additionally pipeline candidates for on-going recruitment campaigns or provide a complete Recruitment Process Outsourcing service.



Whatever your needs, we're here to find the missing piece

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Executive Summary

- J&C was established in 1996
- We have dedicated IT Recruitment Leaders with dedicated teams of specialist recruiters working across virtually all technologies across the UK with 80% of our work in the public sector
- We have a proven track record of delivery with a 92% client retention rate
- We have worked extensively across numerous central government departments across the UK.
- J&C Associates is a Disability Confident Employer (DSC023774) whose services comply with the Equality Act 2010 & Gender Recognition Act 2004. Staff receive annual training in line with legislation & best practice. We embed diversity & inclusion in all services in line with our Equality & Diversity Policy, detailed in the company handbook
- We allocate staff with area specific knowledge & experience & our ATS helps us build, not only regional talent pools, enabling us to target specific technical skills in specific locations thereby supporting the levelling up agenda but also to target under-represented groups within the technology sector such as women & BAME candidates. This helps to constantly add social value.
- We select appropriate media channels to advertise, allowing ample time to provide key information about roles & selection processes, ensuring access for all to apply. For example, women tend to apply for roles where they meet 90% of essential skills, men over 60% & we therefore encourage customers to keep essential skills to a minimum but augment desirable ones whenever possible.
- Upon joining, all employees are not just given but also talked through our clear policies on “Valuing Diversity and Dignity at Work” – it is not only part of our Company Handbook, but it also forms a key part of our induction training and is updated every six months, regardless of how long an individual has worked for us.



Sample of Actual Roles Delivered to Public Sector Clients

Delivery	Directors, Head of IT, Programme, Project, Service, Delivery & Product Managers
QA and Testing	Test Manager, Test Analyst, QA
User-centred Design	UX, Interaction, Visual, User-centred, Content Designer, User Researcher
Architects	Technical, Data, Solution & Enterprise Architects
Data	Data Scientist, Data Analyst, Data Engineer, Data Architect, Performance Analyst
Developers & Engineers	Scala, Java, front and back end across all technologies
Operations	Service, Transition, Release & Operations Managers
DevOps	DevOps Leads & Engineers. SecOps and DevSecOps

Key Contacts

- Rob Barlay – MD rob@j-c-associates.co.uk
- Aadil Lokhandwala – Delivery Director aadil@j-c-associates.co.uk
- Akansha Shukla – Account Manager – day to day liaison ashukla@j-c-associates.co.uk
- Email address for all of us: crowncommercial@j-c-associates.co.uk

Locations

- We work across the UK
- A good example of this is our recruitment for a large government department, working on digital transformation across all the Digital Delivery Centres, from Newcastle to Leeds, Telford to Southend and London to Worthing.

Case Study

- With so many case studies to choose from, it has been difficult to pick just one but our work in the public sector on the largest digital transformation programme in the UK is a strong example where we have achieved remarkable success placing IT staff from Director level to developers and engineers, to DevOps specialists, UX and Content Designers and often targeting people with SC Clearance.
- Throughout 2021/22, we have been continuously commissioned to work on volume recruitment campaigns, due to company expansion and growth as well as tackling some elements of staff turnover. We have been a Tier 1 government supplier for over 10 years.
- Our vast CRM database, JobDiva allows us to provide our customers with market insights and analytics throughout the process, generating real-time analytics such as salary surveys, comparisons between different sectors, candidate availability and shortages and this allows clients to make informed decisions based on live data.
- We allocated experienced Account Managers to each customer to respond effectively to the scale and complexity of each project, to act as the company's single point of contact, responsible for working collaboratively with the customer to understand their needs, including their business and culture, key role requirements, person specification, location requirements, essential and desirable criteria for the roles, the pay and benefits for the role and professional development opportunities. Account Managers initially attend a series of scoping meetings, to develop job descriptions and employee value propositions. We also create detailed project plans, with named key stakeholders, KPI's, objectives and risks, agreeing the transparent budget and costs in advance of contract start. This enables both us and the client to achieve our objectives and develop a bespoke approach to attracting a range of diverse and capable candidates. We strive for continuous improvement in everything we do.

Please get in touch for more detailed information

Executive Search **at no extra cost**

- For clients not able to pay for the often-exorbitant costs of "Search" services, we developed what we call our DSP ("Dedicated Service Programme") – if a client has already put together a job spec, we will take up a maximum of 25 minutes of their time to nail down exactly what they want in terms of skills and in terms of fit. It follows a series of simple questions specifically designed to extract everything that is essential to fill the role.
- There is no extra cost but we do require the role to be given to us on an exclusive basis for a set and mutually agreed period of time.
- And rest assured, wherever they are, we will find them.



Non-core **Modules**

We have numerous services and innovations that complement our Permanent & Contract Recruitment services.

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| ○ Sourcing as a Service | ○ Benchmarking |
| ○ Screening as a Service | ○ Recruitment process reviews |
| ○ Vetting as a Service | ○ Recruitment Process Outsourcing |
| ○ Diversity Recruiting | ○ Interview training |
| ○ Pre-Vetted Talent Clouds | ○ Strategy planning |
| ○ Worker Upskilling | ○ Pipelining candidates for on-going recruitment campaigns |
| ○ Treasury Services | |
| ○ Real-time analytics e.g. salary surveys and skills shortages | |

Social Value **and Diversity**

- Specialist recruiters with local knowledge
- ATS to support levelling up agenda
- ATS to support under-represented groups within IT
- D&I and understanding the difference between screening for diversity alongside equal opportunities.
- Unbiased attraction, unbiased screening and unbiased shortlists.
- Diversity reporting
- Understanding the client's own social goals and own Diversity & Inclusion policies.
- Helping to create meaningful Employer Value Propositions.

Apologies for the brevity of information but we were advised to keep this document to a maximum of four pages. Please get in touch for more information.