

careers recruitment process



All of our roles are advertised on our website and we aim to respond to all applications.

Application

- Please apply for any role(s) that you feel you are suited to.
- Create an account by entering some of your personal details.
- Upload your CV and cover letter. Please note that our system uses CV parsing technology to generate an application form and as such, it is essential that you review this fully before submitting.

We recognise that this is a lengthy process but hope that this does not put you off; this is done to ensure that all recruitment is done in a fair and consistent manner in line with industry recognised best practice.

If there are no suitable opportunities, please use the speculative application function and apply as per the process above. You can also sign up for job alerts to ensure that you do not miss out on anything.

Review

Your application will be reviewed by the relevant hiring manager shortly after the closing date of advert. Here the hiring manager will review your application against the parameters of the role. Applications are completely anonymised, ensuring that decisions are based entirely on skills, qualifications and experience with no regards to age, gender, sexual orientation, race, religion, nationality, marital or disabled status. Due to the volume of applications (up to 200 in some cases); it does take us some time to review all of these so we hope you can bear with us. Rest assured that we do review and respond to all applications.

We aim to contact the shortlist to arrange an interview within two weeks of role closing. If you have not heard from us within three weeks of the advert closing date, then I would suggest your application has been unsuccessful. We will inform you of this in due course; however this can be several weeks later as we look to do this once interviews have been completed.

The interview

We aim to give you sufficient notice to allow you to attend your interview. We will provide you with information such as; date, time, location, interview panel, format and anything that you need to bring or prepare. Interviews are designed to give you a better idea of who we are and allow us to explain the role in more detail. We will ask you to talk us through your experience and

qualifications to date, before asking you questions designed to analyse your understanding of the role; so we can assess your fit for our business. Where applicable, we may conduct skills tests that are appropriate to the role you are applying for giving us first-hand information on your suitability for the role. We will provide you with information on this prior to interview.

We will provide you with details of benefits and the process you should expect from us moving forwards; this tends to be a response within ten days. Please note that when interviews are spread out over a period of time, this can mean feedback is provided at a later date.

The offer

Should you be successful at interview, you will be contacted by a member of the HR team to go through the verbal offer; job title, salary and provisional start date amongst other things. We will then issue you with a formal offer pack which is sent by e-mail within two working days unless you have been told otherwise. This e-mail will include: an offer letter, employment contract, job profile, staff handbook, personal details form as well as information on starting with us. You will also find direction on where to post signed documents to and we ask for this to be returned as soon as possible to allow us to start planning for your first day with us.

We will be in touch shortly after this to discuss on-boarding, induction and your first few days with us.

Hints and tips

Your cover letter should be tailored for the role that you are applying for. This should complement your CV by setting out the key reasons why you are suited to the role. Before the interview, take some time to review the job profile and prepare examples of when you have demonstrated skills/competencies that we are looking for.

Please bring any examples of your work that you have completed that will complement your application.