

# Recruitment Information Pack



# Siwmai / Hello

This recruitment information pack is designed to provide you with details regarding opportunities we have within Practice Solutions. The pack will also tell you about the people you'll be working with, as well as giving you an insight into our organisation and work.

*If you require this information in the Welsh language, please get in touch.*

## Our Organisation

Here at Practice Solutions, we're all about people. Our people are at the heart of our business and our success. As a company we are constantly growing and developing, to be the best that we can in supporting organisations and communities to thrive.

We are proud to be a Welsh organisation that is a leading, value-based consultancy, operating across sectors in Wales and the UK. Our experience is enhanced by our range of expertise, from leadership, organisational development and transformation change to digital and creative services, public engagement and communications.

Our current portfolio of work brings us into contact with Service Users, Third Sector organisations, Housing Associations, Local Health Boards, Welsh Government and every local authority in Wales.

## Our Vision

Our long-term vision is a health and social care sector that delivers sustainable change and empowers individuals.

## Our Values

For every project, we develop bespoke solutions that deliver meaningful change and positive outcomes. No matter how big or small the organisation is or what the specific needs are, from start to finish we handle every project with:

- Integrity
- Excellence
- Commitment
- Reliability

Building and maintaining relationships and trust are the backbone of what we do so our involvement doesn't stop when a project is completed.

## Our Culture

We are a committed, hard-working and an inclusive team. We value diversity and we would love to hear from people who are currently under-represented, including those from Black, Asian and ethnic minority groups, people with a disability, and people who are LGBTQA+.



# Benefits Package

<b>Salary</b>	Please see specific job description for details
<b>Hours of Work</b>	Please see specific job description for details
<b>Contract</b>	Please see specific job description for details
<b>Location</b>	<p>This role will normally be based at Ty Antur, Navigation Park, Abercynon. However, in accordance with Regulations and current Welsh Government guidelines, the role will initially be home based.</p> <p>You will be provided with the support and equipment you will need to be able to work from home. As Covid-19 restrictions ease, future ways of working may include working in the office, working from home, or a hybrid of on-site and remote working, subject to business needs.</p>
<b>Probationary Period</b>	The first six months of employment will be a probationary period
<b>Holiday Entitlement</b>	23 days' annual leave plus 8 days' bank holidays. Pro-rata entitlement for part time working. An additional 3 days is given during Christmas and New Year as the offices are closed.
<b>Birthday Leave</b>	You will be given an additional day's leave for your birthday each year.
<b>Sickness Entitlement</b>	Company sick pay for a period of 4 weeks in any 12-month rolling period. Statutory sick pay for the first 6 months of employment.
<b>Pension</b>	Company pension scheme is available in line with the Pensions' Auto Enrolment Scheme – more details will be provided during interview.
<b>Flexible Working Policies</b>	We promote a variety of flexible working policies at Line Management discretion and business need.
<b>Performance Development</b>	<p>We are committed to developing our staff and therefore, all new employees will have an induction programme developed to help the post holder become familiar with the role and the organisation.</p> <p>Once staff have passed their probationary period, then they will continue to be supported and developed through regular 1:1s and performance reviews.</p> <p>Staff will be encouraged to realise their full potential in their role and to continue their personal and professional development.</p>
<b>Health and Wellbeing</b>	<p>Practice Solutions provide a healthy working environment and promote healthy working practices.</p> <p>Access to occupational health nurses / physiotherapists and counselling and coaching on a range of mental health conditions.</p> <p>We also have a Health, Safety and Wellbeing group who lead on various wellbeing with activities</p>
<b>Car Parking</b>	Free car parking facilities are available directly outside of the office.