



LONGWOOD
Business Support

HR & Recruitment Services



Cost-effective and Flexible Resource

Hybrid Partnership and Resourcing Model

- ✓ Established in 2020 to align with Business Partner models.
- ✓ Offers a dedicated and experienced HR & Recruitment Consultant.
- ✓ Broad Range of Services Led by Client Demand

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 CIPD

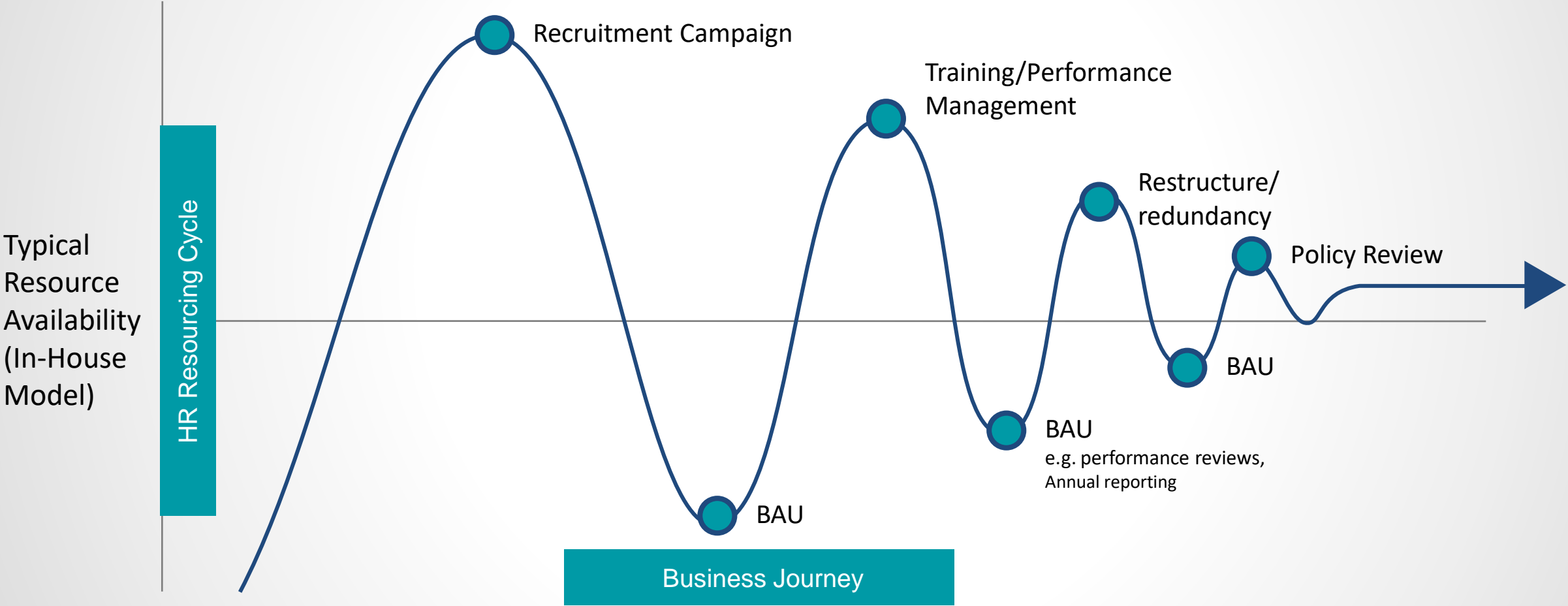


Sally Williams HR Practitioner (CIPD)

- 30 years Experience of HR Team Management.
- Recruitment & Training
- Guidance & Support
- Policies, Documentation & Administration
- Accessing Grants & Funding



Experience of HR Resourcing Cycle (peaks and troughs)





Hybrid In-House Recruitment & Training Model

- Drafting & Reviewing Job descriptions
- Manage a Recruitment Campaign
 - Shortlists of quality & relevant candidates
 - Telephone/video/face to face interviews
 - Interview Support & Guidance
- Administer offers & regrets / feedback
- On-Boarding / Induction

Delivers a cost-effective campaign led by an experienced practitioner.

A group of diverse business professionals in a meeting. A woman in a white sweater is smiling and looking at a man in a blue shirt who is writing on a tablet. Other people are visible in the background, some looking at the tablet. The scene is set in a modern office environment with whiteboards and a desk.

HR Business Partnering (Support & Guidance)

- Employment Contracts
- Company policies
- Restructure / Redundancy
- Training
- Appraisals
- Performance Management
- Disciplinaryies

Tailored HR Policies and Procedures

- Reviews and GAP analysis.
- Company/Industry Specific Policies & Forms.
- Manager Training and Support
- Development of Checklists
- Continual Review and Refinement to a Company's practices and Needs.





Assess available Grants and Funding

- Local Grants
- Apprenticeships
- CITB

We maintain a close link with UK Government's
Employment, Legislation & Support Schemes

Why Choose Longwood Business Support ?



LONGWOOD
Business Support

We are passionate about enabling businesses to grow and succeed.

- Experienced, Approachable Professional team
- Trusted Advisers working closely with you
- Cost effective Experts when you need them
- Access to other specialisms-
 - Finance and Accountancy
 - Business Administration
 - Quality Management Systems



"Longwood Business Support is a company built on implementing best-practice as a way of life"
Craig Grobety (Founder of the Longwood Group)

Our Longwood Values

Down to earth

Honest

Positive

Flexible

How does Longwood work..

- ✓ We offer a flexible charging model to best suit your budget on a time charge basis.
- ✓ Our hourly Senior Practitioner rate is £72.50+VAT.
- ✓ We offer hourly rate or fixed scope of works packages.
- ✓ We also offer HR Business Partner retainer packages, which provides consistency through a set number of hours per month - (unused hours roll over for 1 month)

We are not just an HR helpline – we love to deliver a more personalised service in partnership with you and your business.

Contact Us:

Sally Williams (Assoc CIPD) – HR & Recruitment Specialist

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