

Creating  
better  
**Careers**

#atebcareers

# Careers Development Partner (HR) Recruitment Pack

**SALARY PACKAGE:**  
c£39k per annum

Earn up to c£42k per annum based  
on annual performance reviews.

**CLOSING DATE:**  
Monday 7th October 2024  
at 9.30am

**INTERVIEWS:**  
Tuesday 22nd October 2024



[atebgroup.co.uk](http://atebgroup.co.uk)

ateb

# The ateb Group

## A message from the ateb team

Hello and welcome to ateb! This is a brand new role for us and has come about from our desire to invest more into our team, communities and partners skills and career development. We set our stall a while ago, in terms of working towards a DNA of trust and togetherness to ensure we 'get things done'. With recent team discussions, feedback, and the changing landscape of employment and career choices generally, we want to use ateb's resources and investment to create new skills and experiences for those that work with us now, and for those that may work with us in the future.

This means we are looking for a person who gets 'people', understands their career needs, and can support the journey they need to take, to better their position. Externally you will connect with other stakeholders to showcase ateb and housing career opportunities. We need you to be able to bring our ateb Careers initiative to life with an energy and enthusiasm that will compel others to grasp the nettle and develop themselves or choose us to further their development.

Although you will meet and build relationships with a wide cross-section of teams and stakeholders,

selling ateb as an employer of choice, you will not be on your own. As part of the People and Communications team, you will get support and direction to support you in your objectives, and help them when the opportunities present.

Look I'm biased on this but this is a great career development opportunity for you! We have great terms of employment, a clear and sustainable plan for growth and development, a great customer base, and are well thought of and connected in our part of the world. Please contact our friendly team with any burning questions... and then read, click, type, and review... we can only appoint those who apply, I do look forward to meeting you soon.

### Nick Hampshire

Chief Executive



# The ateb Group

Our Group is made up of 3 active companies that collectively have the purpose of...

## Creating Better Living Solutions for the people and communities of West Wales

We aim to:

- **Improve Customer Service**
- **Serve More People**
- **Increase Business Effectiveness**

We are concentrating on:

- **Affordability** - Help support the challenges of the cost of living crisis
- **Safe Homes** - Keep our homes compliant
- **Customer Service Investment** - Make improvements to service delivery
- **Collaboration** - Work with others to achieve more
- **Lower Carbon** - Work towards our 'ateb net zero' target

# ateb



West Wales Care and Repair  
Gofal a Thrwsio Gorllewin Cymru

MILL BAY  
HOMES

EBS

The Group offers various services across the West Wales counties of Carmarthenshire, Ceredigion and Pembrokeshire. The parent of the Group, ateb Group Limited, is regulated by the Welsh Government. Both subsidiary Companies have their own Board that reports to the parent Board.

# We Are ateb

Our ateb Vision shows us “... what looks good for ateb.” We all have a role to play in making our Vision a reality.

Our ateb Vision consists of 6 sections:

## Purpose

Creating Better Living Solutions

## DNA

Trust, Togetherness  
and Empowerment

## Plan

Improve Customer Service  
Serve More People  
Increase Business Effectiveness

## Deliver

The right customer Outcomes  
as Effectively as we can

## Assure

Understand Risks  
Set the right controls  
Test the controls are working

## Improve

Improvement is the day job



# Corporate Directorate

Some say this is the best directorate in the world...

## ■ Scope

The corporate directorate consists of the Corporate Services and People & Communications management areas.

The People and Communications Team focus on the following service areas:

- PR/Marketing & Communications
- Recruitment
- Learning & Development
- Wellbeing
- People Management

## ■ Team

In total there are 14 posts within the directorate, 6 in corporate services and 8 in people & communications.

Both teams support the wider Group so there is a lot of contact with the other 3 directorates on a day to day basis. This means that teamwork is obviously vital to achieving the best outcomes.

## ■ Background

Corporate Services facts:

- 54 meetings in the Group governance planner that the team supports across the year.
- Goods and services spending supported by procurement was over 28 million in FY 23/24.

People & Communications facts:

- 27 new starters welcomed to the team in FY 23/24.
- Coordinated over 140 learning & development opportunities.
- Managed 6 communication channels.

## ■ The Future

As a directorate, we are working on many projects to improve what we do, here are a few:

Corporate Services improvement areas:

- Complete external governance effectiveness review.
- Roll out procurement training.
- Increase H&S comms.

People & Communications improvement areas:

- Line Manager Development Programme
- Evolving our Induction Processes
- Developing our Team Commitment initiative
- Developing and implementing ateb Careers Initiative

# Your Role @ateb

**You will be our: Careers Development Partner (HR)**

**Working in the: People and Communications Team**

**You will focus on the following service areas:**

- **Recruitment**

- Attract and retain the right talent

- **Learning & Development**

- Equipping our people to deliver a better service

- **Wellbeing**

- Ensure our people are mentally, physically and emotionally healthy to enable them to realise their potential

- **People Management**

- Highly motivated and innovative team culture

- **PR / Marketing & Communications**

- Positive growth of our brand. The right messages to the right audience at the right time

**Some words from the current team:**

## **Victoria will be your direct manager...**

Hi, this is a new role for ateb and we are really excited to get started on this fantastic project looking at careers within ateb. As part of our Team Commitment, our ateb careers programme will offer the ability for team members to develop their skills and experiences with the Group. This is exciting and important, not just for our existing team but for our future team too!

## **Nick will be your Directorate lead...**

The Corporate Directorate gets involved in all aspects of the Group's service delivery by supporting our people, H&S, procurement, communication, and governance needs. We believe in our people and realising their potential, our People Team support the Group from recruitment to wellbeing and learning. We always aim to promote rather than control positive DNA behaviours as this will always have the best outcomes. Our team are important to us and we want to ensure that our existing and future team have a range of opportunities to start and develop their careers here at ateb.



# Your Role @ateb

These are a few of the key duties of the role, please refer to the role profile for more:

- Lead responsibility for ensuring the development, implementation, and coordination of the ateb Careers Project across the Group with particular focus on the following areas:
    - Role Development,
    - Apprenticeships,
    - Internships,
    - Sponsorships.
  - Developing partnerships with key internal and external stakeholders in order to develop and implement the ateb Careers Project i.e. sourcing funding, developing apprenticeships
  - Responsible for identifying further opportunities to develop ateb Careers including the following:
    - Schools Partnering Programme,
    - Supply Chain Skills Development Programme.
  - Responsible for developing (in partnership with line managers and team colleagues) and coordinating appropriate support frameworks for our apprentices, interns, sponsorship students and team members, ensuring feedback is obtained to ensure future success of our initiatives.
  - Evaluating the ateb careers project to ensure it is fit for purpose, identifying and implementing improvements to ensure it enhances the careers of our current and future team.
  - Developing the annual learning & development (L&D) plan to ensure essential L&D requirements are met with a focus on succession planning, coaching and mentoring, and the development of career pathways.
  - Working with team colleagues to ensure the L&D plan is implemented and ensuring the team record all activity as per agreed processes.
  - Providing People Partner support to designated teams as and when required.
- Improve Customer Service
  - Serve More People
  - Increase Business Effectiveness

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# Reward @ateb

## Salary

**c£38,900**

**c£38,900k per annum (base)**

**Earn up to c£42,100k per annum based on annual performance reviews**

Salary will be based on 37 hours per week, please see note below regarding our new reward @ateb framework.

## Reward Framework

We have recently introduced our new reward @ateb framework which consists of the following:

### Performance Related Pay up to c£3,100

Each role will sit within a salary band where you will be able to potentially increase your annual basic salary each year and earn additional 'in year' unconsolidated rewards where performance has exceeded expectations.

**Core** - Increase your next years salary up to c£1,900 before a cost of living review is applied

**Core+** - Receive up to a c3% unconsolidated payment in the current year

### Encore Awards up to £500

All team members could receive spot lump sum awards each year where they have been recognised for actions they have undertaken to promote our Vision.

**Encore** - Any one team member can receive awards up to the value of £500 in a financial year

### Strategic Awards Variable

Our Boards have the additional ability to reward their companies where particular milestones or strategic performance has been achieved.

**Strategic Awards** - are not time based, the Boards can consider additional strategic awards for a range of different circumstances relating to operating conditions, performance or achievement of key milestones etc.

**Remuneration is just part of the deal, please look at the other benefits of being part of team ateb...**



# Benefits @ateb

**We have some great benefits for this role from flexible working, generous holidays, competitive pension, life insurance and health plans. Go on, you know you want to:**

<b>Annual Leave: 30 Days</b>	<p>Our annual leave year runs from 1st January to 31st December with full time entitlement of 30 days per year, pro rata for part time working arrangements. You will be able to take your leave in hours to increase further your work/life flexibility.</p> <p>In addition, the Group will usually close the office for 3 days during the Christmas holiday period. This time off is in addition to your annual leave entitlement and any bank holidays.</p>
<b>Contributory Pension: c£3,900</b>	<p>You will be auto enrolled into our SHPS Defined Contribution scheme in accordance with employer legislation where we will match your contributions up to a maximum of 10%.</p>
<b>Simply Health: Over £1,000</b>	<p>Over £1,000 of annual health benefits from dental to hospital expenses plus online GP and counselling services.</p>
<b>Life Insurance Cover: c£116,000</b>	<p>Connected to our pension membership, enjoy x3 salary life cover for your family.</p>
<b>Sickness Benefit: 3 mths full &amp; 3 mths half</b>	<p>3 months of full pay and 3 months of half pay (after 6 months service) which can be extended if you are off with longer term critical illness as defined by the Association of British Insurers Minimum Standards for Critical Illness Cover.</p>
<b>Days to Support our Good Causes: 2</b>	<p>As a Group we aim to support worthwhile causes every year, we will support you to volunteer your time to help our chosen good causes.</p>
<b>Learning and Development</b>	<p>The Group invests in a wide range of learning and development activities to support you to do your role better and develop your own skills.</p>
<b>Professional Subscriptions</b>	<p>We will pay one of your annual professional membership subscriptions where it relates to your role.</p>
<b>Trust Clock – flexible working</b>	<p>Flexible time and location working environment. Meet our leading principle and we are flexible on how and where you deliver great customer outcomes.</p>

# Benefits @ateb continued

Business Mileage and Car Use	We have different mileage rates depending on your role's requirements for travel. Casual user is reimbursed per mile and an essential user car user receives an annual lump sum allowance plus reimbursement per mile, all to HMRC guidelines.
Special Leave	We know sometimes everyone needs support outside work, we have a fully flexible approach to taking special leave that is tailored to your circumstances.
Additional Health Benefits	We offer annual flu vaccinations and make a contribution towards eye tests and glasses costs for DSE users.
Annual Mental Health Support	Our counselling scheme offers up to 6 counselling sessions plus we can arrange additional support through our retained occupational health service where needed.
Team ateb	As part of the team you can access a range of activities relating to wellbeing and team events as well as our team forum called i2i - Involve to Improve.

\*Some benefits have a length of service requirement.

## Our Working @ateb Leading Principle...

**“We must always put the customer, business, team and H&S first when planning and delivering our role profile responsibilities and service area outcomes”**

# How to apply

So, what's not to like! If you want to make a difference by creating better living solutions for the people and communities of West Wales, you have come to the right place.

Here's what to do to showcase why you are the person for this role...



## ■ STEP 1 | NOW!

Check out who we are and what we do on our website.  
[www.atebgroup.co.uk](http://www.atebgroup.co.uk)



## ■ STEP 2 | APPLY BY MONDAY 7th OCTOBER 2024 (9.30AM)

Once you've read the documents and you think it's the role for you, hit the apply button. Keep the information to hand as you'll need this to write a cracking application. At ateb Group we want to hear all about your skills and experience and how they relate to the role, so please don't be modest. Once you're happy with your application, press submit and wait for further information.

Got a query? contact us on [peopleteam@atebgroup.co.uk](mailto:peopleteam@atebgroup.co.uk)



## ■ STEP 3 | WE WILL LET YOU KNOW ASAP

After the closing date, we'll be in touch to let you know if you've been invited for an interview. All applicants will be contacted via e-mail so keep checking your inbox - don't forget to check your junk inbox if you haven't heard from us. We will always contact you.



## ■ STEP 4 | INTERVIEW - TUESDAY 22nd OCTOBER 2024

The interview is an opportunity for us to find out more about you and an opportunity for you to ask us any burning questions you may have - relax, we're very nice! You will also meet some of your future team members for a chat over coffee or cup of tea.

**Good Luck**

## Diversity Statement

ateb Group remains fully committed to the principles of non-discrimination and equal opportunities across all areas of the organisation, our subsidiaries and the communities we work within.

As part of our efforts to improve the diversity and representation within our Group, we'd particularly like to encourage candidates from all protected characteristics and from ethnic minority backgrounds to consider applying to work with us or join our board so that we can use your unique perspective to help further our collective objectives.

If you would like to read more around our Equal Opportunities and Diversity Policy then please visit our [website](#).

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