
CAPABILITY STATEMENT

2023

alexander james

Why Us?

Alexander James delivers effective and transparent search-based recruitment solutions for the Accounting & Finance, Digital, Data & Technology, and HR sectors through our specialised recruitment teams.

It's our goal to match the right person with the right role, every time. We do this by taking the time to get to know our clients; not only the role requirements but also your culture, your vision for the future, and what it will take to get you there.

We believe that you are more than the products and services you provide – you're the collective skills, experience and creativity of your team so it's vital that anyone brought into the mix complements and enhances what has already been established.

Our consultants have been trained to use a considered, focused and highly accurate attraction, mapping, search and headhunt model across all assignments. With our team having significant experience within the New Zealand market, we're well positioned to have notable and expansive knowledge of the market, coupled with a reputation for delivering complex pieces of recruitment work.

We believe that to attract the kind of talent you need from the market where competition is fierce, headhunting and search are the best, most effective, and most prudent ways of engaging talent that isn't actively looking; some say that "passive" talent is often the best available.

Being a 'search' first agency also means we have been able to work with our clients on search assignments throughout New Zealand, including Hawkes Bay, the Bay of Plenty, Waikato and Wellington. We have also successfully managed offshore search assignments through Europe, the US, Australia, and China.

Who is Alexander James?

- + Established in 2011 by Managing Directors Stuart Maxwell and Tim Slyfield.
- + Delivering unquestionable value and service to the Accounting & Finance and Digital, Data & Technology sectors for over a decade.
- + Expanded our recruitment delivery capabilities to include the "as built" environment through AJ Construct in 2019.
- + Brought on a dedicated HR & Business Support recruitment team in 2021.
- + Opened a Wellington office in 2021 to provide local experts to service the local market.

How it Works

We work using a “partner, not compete” approach, which means we see this as the beginning of a long-term partnership between our client(s) and Alexander James.

Adopting this approach enables us to develop a thorough understanding of your culture and value proposition as an employer which in turn means we can give a clear idea of the bigger picture to prospective candidates. And by positioning roles with candidates accurately it supports ongoing retention.

We blend common sense and integrity with a pragmatic approach so your relationship with us will be easy-going and effective. By using a targeted search approach, it allows us to manage our customer care in a proactive and efficient way.

The Alexander James Promise: we will deliver effective and transparent search-based recruitment services with the goal of matching the right person with the right role, every time.

About Alexander James

Collectively, the Alexander James team have over 150 years of experience across agency and internal recruitment. With a strong commitment to delivering exceptional service and personalized solutions, we have established a relationship for excellence and expertise in our dedicated areas.

Key Services

- ✓ Permanent placements: we specialise in sourcing and placing top shelf talent in permanent positions within client organisations. By understanding the unique requirements of both candidates and clients, we ensure the best possible match for long-term success.
- ✓ Contract placements: we offer flexible staffing solutions to meet the dynamic needs of your business. Our extensive network of skilled and experienced contract workers enables us to quickly identify and deploy the highest calibre of talent, ensuring uninterrupted operations during peak periods of project-based assignments.
- ✓ C-suite or Executive search: our team focus on identifying and recruiting top-tier executives for key leadership positions. We utilise a meticulous and comprehensive approach, conducting thorough assessments through our network and beyond to identify the best candidates who possess the right skills, experience, and cultural fit.
- ✓ Specialised industry expertise: with an in-depth understanding of our key industry sectors, which includes finance, IT, human resources, All of Government, construction, and business support we can offer you specialised recruitment services tailored to the unique demands of your specific industry.
- ✓ Candidate care: our dedicated Candidate Managers are trained in our rigorous selection process, comprehensive interviews, skill assessments, and reference checks to ensure that when a candidate is shown to you it's because they meet the highest standards of quality and will fit seamlessly into your organisational culture.
- ✓ Employer Value Proposition: by taking a long-term partnership approach with our clients, we can recognise the importance of your brand and offering when it comes to attracting and retaining talent. We provide strategic guidance and advice to clients on enhancing your brand, which ultimately helps to create a compelling employer value proposition, develop effective recruitment strategies, and optimise candidate experiences.

Previous Search Assignments

We are proud of our history of working with an exciting portfolio of clients and placing exceptional talent with them. Over the past 18 months, our teams have been responsible for sourcing and placing candidates in the following roles within these sectors:

Digital, Data & Technology

- ✓ Software Engineer
- ✓ Developer
- ✓ Digital Product Owner / Manager
- ✓ Project / Programme Manager
- ✓ Data Engineer / Analyst / Scientist
- ✓ Business Analyst / Business Intelligence
- ✓ Insights Analyst
- ✓ Cyber Security
- ✓ DevOps Engineer
- ✓ Test Engineer / QA Engineer
- ✓ Solution Architect

We're proud to have established ourselves as industry leaders for placing Practice Leads, Chapter Leads, Delivery Managers type roles.

Accounting & Finance

- ✓ CA / CPA Accountant
- ✓ Management Accountant
- ✓ Assistant Accountant
- ✓ Company Accountant
- ✓ Finance Manager
- ✓ Commercial Manager
- ✓ Financial Controller
- ✓ Cost Accountant
- ✓ Financial Analyst
- ✓ Accounts Payable / Receivable
- ✓ Payroll Specialists
- ✓ Assistant Accountants
- ✓ Credit Controllers
- ✓ Accounts Payable / Receivable

HR & Business Support

- ✓ HR Administrator / Consultant
- ✓ Recruiter / Recruitment Consultant
- ✓ Recruitment Coordinator
- ✓ Marketing Manager
- ✓ HR Business Partner
- ✓ Talent Acquisition Advisor
- ✓ HR Analyst / Advisor

C-Suite and Executive

- ✓ Chief Executive Officer
- ✓ Chief Technology Officer
- ✓ Group Innovation Manager
- ✓ Head of Finance
- ✓ Head of People & Capability
- ✓ Chief Data Officer
- ✓ Head of Transformation Office
- ✓ Chief Financial Officer
- ✓ Head of Communications
- ✓ Head of Safety & Wellness

Industry / Domain Experience

- ✓ All of Government
- ✓ Agri-technology
- ✓ Energy
- ✓ Utilities
- ✓ Commercial Construction
- ✓ FinTech
- ✓ Telco
- ✓ Health & Aged Care
- ✓ Insurance
- ✓ Civil Construction

Our Approach

Upon engagement and after a thorough brief, Alexander James will run an extensive research project, using multiple platforms including LinkedIn Recruiter; Seek Premium; TradeMe; and our database. We will identify talent that meets your brief in terms of experience, background, and technical skills. Our search will extend beyond your local area to major centers throughout NZ (and beyond as necessary) to identify talent prepared to relocate. At this stage we would identify but not engage with this talent.

The outcome of this process will be an accepted long list of suitable candidates (per role), which will be presented in a digital format via our website weareaj.co.nz.

We would arrange a time to discuss this long list/research list of candidates with you. At this stage it is our intention to identify the top eight or so candidates on this list that we can approach regarding the role.

On acceptance of the long list, we will reach out to the selected candidates and commence the interview process, including initial phone screening and a face to face (or video) interview. This formal interview would involve a more detailed discussion into the candidates' background supported by four or five behavioural based questions.

At the conclusion of the interviews, we will arrange a final shortlist meeting where we will present feedback on all the candidates interviewed. We will provide a final recommended shortlist for you to take forward to interview directly.

We will assist in preparation of the candidates to interview and guide them through the process. We will take candidates through to offer or rejection and manage reference checks, evaluations and any probity checks where necessary.

We will ensure that you are communicated with regularly and kept up to date on evaluations to ensure that the candidates placed with you are settling into the environment and role.

Terms of Business

We offer three ways of working a search assignment:

- Retained: your recruitment delivery team work to source and place a candidate that matches your brief for a 18% fee, paid in three equal instalments (1/3 upon agreement of a proposal, 1/3 upon delivery of agreed and satisfactory longlist, and 1/3 upon acceptance of contract by successful candidat.
- Exclusive: same as above, 18% fee based upon the annual salary, invoiced in one instalment upon successful placement of the candidate.
- Contingent: our standard terms of business for a contingent search is 20% of the placed annual salary, invoiced in one instalment upon successful placement of the candidate.

For standard search assignments, Alexander James offers a three-month guarantee. Should a candidate cease employment within this period of commencement date, we will endeavour to seek a satisfactory replacement candidate at no extra cost to the client. This guarantee does not apply if the candidate is no longer employed for reasons beyond our control, for example redundancy, company closure, restructuring, change of management or significant change in job description.