

Overview

This information sheet sets out introductory information on the following:

- ◆ Key considerations for recruitment at Hinkley Point C
- ◆ Overview of the recruitment process
- ◆ The benefits of well-considered on-boarding, training and development

We also explain how the Hinkley Supply Chain Professional Services Group can assist you in all aspects of recruitment and training.

Key considerations for recruitment at Hinkley Point C

Hinkley Point C is a nationally critical infrastructure project, the construction of which will last for over 10 years. Service and construction contracts will run for many years and hence the opportunities for the supply chain are likely to exist and persist for much longer than in a typical construction project. The opportunity to benefit and grow from the catalyst provided by Hinkley Point C is a 'once in a generation' opportunity which should be grasped.

Particular resourcing challenges are expected for the project and for the wider nuclear industry, with an acknowledged skills gap and forecasted pinch-points in the drive to benefit from the opportunities which such a project offers.

SME's may have limited time and resources, as well as competition from larger organisations, making it more difficult to find the right recruit and strengthen capability for delivery to the needs and demands of EDF Energy and their Tier 1 partner.

Key considerations include:

- ◆ Understanding nuclear safety culture and 'zero harm' to meet the commitment to the highest obtainable health safety and welfare performance on site.
- ◆ Cost of recruiting new resource and calculating the return on investment.
- ◆ Lead in time for specialist staff — need to plan ahead/develop existing staff.
- ◆ Diversity and inclusion — respect for individuals and cultures should be a guiding principle in all recruitment practices.

On boarding process

All candidates working at Hinkley Point C will be subject to a security vetting process: Baseline Personal Security Standard (BPSS) and Disclosure Scotland check must be completed within 90 days of start date.

Candidates are also required to complete self-study and pass a Construction Skills Certificate Card Exam (CSCS) (1/2 day) and Triple Bar Nuclear Safety course and exam (1/2 day).

Candidates will need a Drugs and Alcohol certificate from a UKAS Provider dated within four weeks of their Hinkley Point C induction.

Suitably Qualified and Experienced Personnel (SQEP)

EDF Energy have given a strong commitment to ensuring a well-trained, fully competent workforce. Suppliers will need to prove that their workers meet the SQEP requirements.

Opportunities will be provided through the Hinkley Point Training Agency (HPTA) for suppliers to benefit from a structured programme of training and apprenticeships to help meet this need. Further programmes of skills and career development will be available to all members of the workforce at Hinkley Point C developed between EDF Energy, the unions and the primary contractors on site.

Jobs brokerage service

EDF Energy have been working with JobCentre Plus across Somerset to provide CV workshops and mock interview sessions for local people to increase their chances of job success.

Local people interested in job opportunities will be offered support and guidance by a team of EDF Energy's Employment and Skills Managers (ESMs) and Hinkley Point Champions who will be located in Job Centres across Somerset

The jobs brokerage service will sign post HPTA for early training interventions in advance of demands and will support community partners by providing pathways with opportunities for up-skilling which will lead to sustainable employment opportunities.

An EDF Energy talent pool will be created with suitable skills/experience and who are work ready for the Hinkley Point C site.

All vacancies are passed to EDF Energy Employment Brokerage 48 hours before being opened up to wider recruitment, giving priority to local people. The team will then match local candidates from their database to employment opportunities.

Overview of recruitment process

The recruitment process consists of the following stages:

- ◆ **Describing the role.** This will include creating person specifications and job descriptions for the role.
- ◆ **Attracting potential applicants.** Advertisements should be clear and you should ensure that employment opportunities from the regional and UK population are maximised. Use of the jobs brokerage service is recommended.
- ◆ **Managing the application and selection process.** This should be in accordance with best practice and should be managed in a fair, transparent and non-discriminatory way.
- ◆ **Offering the role.** A range of processes can be involved in assessing a candidate's suitability. Whichever selection process is used, you must ensure that your process is fair and consistent and results in the appointment of the best person for the job. Offers should be confirmed in writing, subject to receipt of satisfactory references and completion of the necessary vetting checks and induction tests.

The benefits of well-considered on-boarding, training and development

The overriding priority for Hinkley Point C is to achieve a high quality build with 'zero harm' to all people involved. The zero harm culture focuses on procedural adherence. Employees from other sectors may have little knowledge of this.

Changing the culture of the organisation to meet the quality standards and behaviours on a Nuclear site is a challenge, along with working in cross company teams. Understanding the client and the Nuclear Safety Culture will ensure a smooth transition into the nuclear business.

Having a clear recruitment and training strategy ensures that your workforce remains sustainable and your business, successful. The training strategy should include workforce capabilities, skills and competencies required and how they can be developed. This often starts with a training needs analysis to look at the types of training required, at what levels and for how many. The Hinkley Point Training Agency has been set up to coordinate provision of training required for Hinkley Point C and can source the best solution for suppliers. (www.hinkleytraining.co.uk).

Where next?

The Professional Services Group is a **collaborative group of key professional service providers** in the region that have been briefed on the project and understand the processes involved in the bidding, winning, mobilisation and delivery of contracts, either with EDF Energy or Tier 1 contractors.

The Professional Services Group, **co-ordinated by the Hinkley Supply Chain Team**, is able to offer critical services to suppliers seeking support, through their collective expertise in: **Accounting and Finance, Legal Services, Human Resources, and Project Management.**

We have experience of assessing capability and developing a strategy with action plans to grow organisations and assemble winning teams, and can assist you with information and advice that you will need to develop your capability and readiness to deliver.