

Advanced Group

2021 CAPABILITY STATEMENT

A legacy of excellence, quality and service.

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About Advanced Group

Advanced Group is a national leading recruitment provider across the Australian Construction Industry, specialising in the following sectors:

- Construction
- Civil
- Business Support
- IT

Experiencing consistent growth since its inception in 2009, Advanced Group is now a leading recruitment provider for clients across Australia. Our Specialist consultants focus on a broad range of roles across the professional services industries.

Our experience in partnering with these industry sectors ensures we are well placed to assist you with your projects needs and provide you with a first class service along every step of the recruitment journey.

Servicing clients across Australia, we pride ourselves on working closely with every client, in tailoring their needs specifically to their current and upcoming projects to ensure we place the right people to do the right job. It's the personal involvement of our leaders, combined with the importance we place on the relationships we build both in the office and with our clients which set us apart in service.

Quite simply, we work hard, always respond quickly with the right people, first time and deliver on our promises. And our team gets the job done, quickly and skillfully with no fuss, everytime.

Service areas:

1. *Listen and consult*
2. *Detailed candidate search*
3. *Telephone screening and face to face interview*
4. *Client selection*
5. *Skills audit and reference checking*
6. *Offer and Placement*
7. *On-boarding*
8. *Ongoing Performance Management*



Advanced Group Mission & Vision Statement

At Advanced Group we are experts in building great customer journeys and have vast experience in forming successful partnerships with both clients and candidates alike



Mission

We endeavour to build a legacy of excellence and provide the most reliable and dynamic service, without compromising on quality or safety.

Vision

Our vision is to excel at enhancing the service and quality we provide to our clients and businesses and communities.

Clients

Our customers are our most valuable asset and customer requirements come first. We will deliver a quality service that is second to none and treat your business like it's ours and work as a team so you're completely satisfied. We use only the best qualified and resourced candidates and provide a quality workplace that ensures we attract and maintain these people.

Why Advanced Group?

- Over 20 years experience in recruitment and labour hire
- Fully Licensed
- EBA Accredited
- Code Compliant
- Quality Management – AS/NZS ISO 9001:2015
- Work Health and Safety Management – AS/NZS ISO 45001:2018
- Environmental Management – AS/NZS ISO 14001:2015
- Member of the Master Builders Association
- Member of the Green Building Council Australia
- NECA Member

Core Values

Advanced Group has more than 25 years of experience in providing clients with skilled, reliable and productive construction professionals.

- 1. Safety** As an industry-leading provider in recruitment, we are firmly committed to maintaining a safe and healthy environment in all our offices and for all our candidates.
- 2. Quality** Our management system is assessed against the quality standard ISO 9001:2015 to enhance our customer satisfaction, and maintain and update our core quality procedures. Plus, our rigorous recruitment systems help us attract and retain only skilled and highly qualified people who value hard work and professionalism.
- 3. Partnership** Our success is built on partnerships. We're a strong team focused on personal services and creating a long standing relationship. We get to know your business from the start so that we can anticipate your needs and exceed your expectations.
- 4. Integrity** We are always fair, honest, decent and accountable for all we do. We do what we say we will and are responsive to your needs. It's our integral, responsive service that really sets us apart.
- 5. Credibility** Our team has over 20 years experience in labour hire and recruitment and many of our core team have been there since our inception. We've worked within the sectors we cover and know what's required to deliver an outstanding results.



Management Systems

Management systems are in place across the business to ensure the highest level of quality, industry leading safety standards and the protection of the environment.



To maintain transparency and efficiency across the business, we employ integrated management systems across all our departments. This includes all processes associated with health, safety, environment, quality and training (HSEQT) systems and policies, accounting, HR and data management.

Our certified quality, health, safety and environment management systems give our clients the confidence that we can deliver a service to the most exacting standards.

All policies are reviewed annually by our HSEQT manager and audited annually by an independent third party, to ensure compliance with International standards:

Quality Management AS/NZS ISO 9001:2015

Work Health and Safety Management AS/NZS ISO 45001:2018

Environment Management AS/NZS ISO 14001:2015

Health and Safety

Safety comes first. It's a huge part of the company ethos, and it is at the heart of everything we do. The health and safety of those who work either directly or indirectly for Advanced Group is of the utmost importance to senior management and it is our ultimate goal to continually improve WHS performance within the business. Our duty of care is embedded in our culture and operation system and is an inherent part of how we do business every day.

Environment

Advanced Group values the natural environment and we seek to manage our impacts to protect and enhance the environment in which we operate. We also believe the successful future of our organisation depends on sustainability of the local communities and surroundings in which we provide services within. For this reason, it is our policy to actively pursue methods of minimising our cost to the environment and building them into our daily practices.

Quality

As a company built upon the principles of excellence, Advanced Group is committed to satisfying the on-going requirements of its clients by providing quality services through the continuous improvement of the company's processes. We take pride in our vision to excel at enhancing the service and quality we provide. To ensure we met our objectives we have adopted a quality management system that demonstrates our promise of continuous improvement, provides peace of mind to existing clients and helps guarantee that future clients receive the highest quality service during every interaction with us.



Management Systems continued



Advanced Group is a proud member of the Master Builders Association, Green Building Council Australia, and the National Electrical and Communications Association. Enabling us to remain up to date with current industry knowledge and standards.

Advanced Group has partnered with Bullhorn Recruitment Software, a global leading CRM system which is a highly reliable and scalable solution and enables us to streamline candidate management from sourcing to submittal to placement.

Advanced Group also uses Astute payroll and payment software to automate the management of all temporary and on-hire employees.

Core Competencies & Achievements

Our approach is based on trust, transparency and hard work resulting in being ISO EBA Accredited and being awarded the Code of Compliance.

We are proud to announce that annually since 2016 we have successfully passed a third party audit and have been awarded international standards for ISO accreditations.

Recertification marks a huge achievement each year for the company as it demonstrates our commitment to continuous improvement, provides peace of mind to existing clients and helps guarantee that future clients receive the highest quality service during every interaction with us.

As well as meeting customer expectations, the standard also focuses on staff development and improvement. We are committed to a continual training plan for our staff to ensure they are fully trained and competent to work safely and efficiently in a variety of industry environments.

Advanced Group has an accredited Enterprise Bargaining Agreement (EBA) which eliminates any industry disputes and helps us to maintain a healthy workforce.

We also hold a code of compliance certificate and follow these strict standards at all time.

Our People



Our Directors have over 20 year's extensive experience in the recruitment industry and have played an integral role both in the establishment and growth of Advanced Group. Highly regarded as effective leaders, they are committed to working with the team to ensure that an unsurpassed level of service is provided to all clients.

Our General Managers have a wealth of industry experience and capabilities. Together they are responsible for developing and implementing the strategy which delivers the high level of service to our clients. The strength of the senior leadership team is regularly reviewed to ensure we have the right mix of skills and meet our objectives.

Our Recruitment Consultants are responsible for the day to day operations to ensure a smooth and efficient service is achieved consistently that meets the expectations and needs of our loyal clients. With a strong background in recruitment and experience working with top talent in the market and some of Australia's leading brands, our team of dedicated specialists bring a genuine understanding of the challenges and issues you face in sourcing the perfect candidates for your business.

Our Resource Managers have been sourcing and selecting skilled professionals for the majority of their careers in agency and in-house positions. Their expertise and wide candidate network enables us to deliver the best solution for your workforce needs.

Our HSEQT Manager is responsible for all HSEQT activities to ensure our service is delivered in accordance with client requirements and we maintain our reputation as a safety-focus employee.

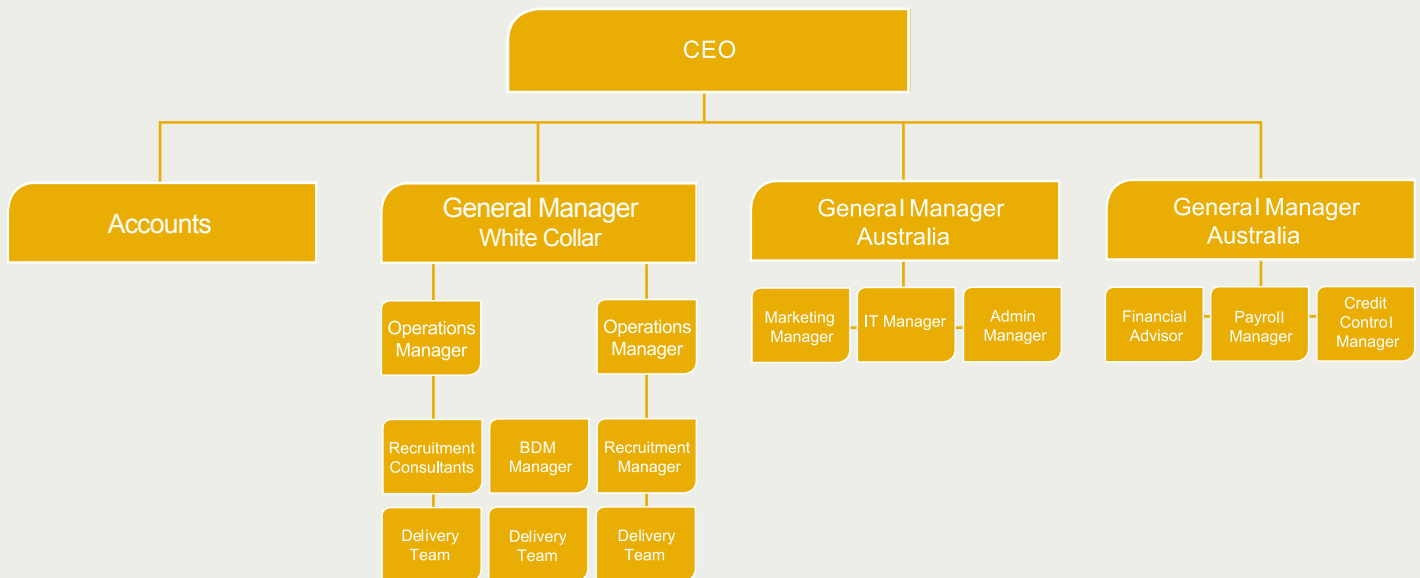
Our Finance and Accounts Team is the backbone of our business, they have a solid understanding of the financial management requirements of a growing recruitment services company, keeping it running like a well-oiled machine.

With operations throughout Australia, Advanced Group is committed to contributing to the local communities in which we operate through our corporate social responsibility initiatives.

Corporate Social Responsibility

Advanced Group supports a genuine commitment to supporting charities local communities and sporting clubs. We regularly contribute to ongoing charity appeals by volunteering and donating to many causes. Sydney Childrens Hospital is Advanced Groups charity of choice, and we support the hospital and its fundraising whenever we can. Our involvement shows that we appreciate the value of personal impact and partnering with people to empower them and make a difference.

Team Structure





White Collar Department

Advanced Groups experience in delivering a legacy of excellence across the recruitment industry is complimented by a solid understanding of clients requirements.

It is our goal to provide the most reliable, safe and dynamic service to our loyal clients.



Construction

From leading hands through to construction managers, we recruit people in the construction sector for small boutique projects to large scale developments. Our team of construction specialists understand delivering projects on time, on budget and with the right key personnel is crucial for your projects. Here at Advanced Group we promise to provide you with a dedicated and specific solution for all white collar construction roles.

Types of construction roles regularly filled by Advanced Group just to name a few;

- *Leading Hands*
- *Foremen*
- *Site Managers*
- *Contract Administrators*
- *Senior Contracts Administrators*
- *Estimators*
- *Senior Estimators*
- *Safety officers*
- *Safety Managers*
- *Project Managers*
- *Senior Project Managers*
- *Construction Managers*



Civil

Our civil and engineering teams deal exclusively with the recruitment of professionals within this sector, and over many years they have built trusted relationships within this specialist recruitment area.

Our highly experienced recruiters place civil and engineering personnel into permanent and contract positions within the areas of civil, heavy industrial, process engineering, rail and energy. They use cutting edge information gathering techniques to identify and engage your desired candidate so that you are always 100% satisfied with everyone we present to you.

Types of civil and engineering roles regularly filled by Advanced Group

- *National Managers*
- *Regional Managers*
- *Senior Superintendent*
- *Superintendents*
- *Senior Project Managers*
- *Project Managers*
- *Plant Managers*
- *Operations Managers*
- *Proposal Coordinators / Managers*
- *Quantity Surveyors*
- *Estimating Managers*
- *Estimators*
- *Civil Supervisors*
- *HSEQ roles*
- *Civil Engineers*
- *Site Engineers*
- *Environmental Engineers*
- *Project Engineers*
- *Foremen*
- *Contract Administrators*
- *Architects*



Business Support

We're renowned for our specialisation in business support staffing & have an impressive track record of attracting the best talent Australia has to offer. This is a result of our deep market knowledge and our ability to interpret your business culture and build life-long partnerships.

Advanced Group understands the various types of administration roles that modern businesses rely on and can help you find the perfect candidate from any specialisation.

Types of business support roles regularly filled by Advanced Group

- *Office Managers*
- *Personal and Executive Assistants*
- *Receptionists*
- *Admin Assistants*
- *Sales Support*
- *Data Entry*
- *Call Centre – Inbound, Outbound, Retention, Telemarketing, Customer service*
- *Sales – Field Sales, Sales Coordinators, Sales Managers, BDM, Account Managers, Sales Directors, GM*
- *Accounts – AP, AR, Bookkeeper, Accounts Assistant, Credit Control, Finance Manager, Financial Controller*



Information Technology

Advanced Group has differentiated itself from its competitors by delivering the highest quality IT candidates to the most high profile and highly regarded companies in Sydney. Our specialist technical consultants are leaders in the industry, with successful and well-established networks in their field.

We supply permanent and contract staff across a range of role types within; cloud computing, networking & infrastructure, telecommunications, web & application development, analytics, cyber security and more.

Types of IT roles regularly filled by Advanced Group:

- *IT Project Management*
- *IT Testing Specialist*
- *IT Security*
- *Software Developer*
- *Digital Designer*
- *Web Developer*
- *Help Desk Support*
- *Technical Support*
- *IT Architect*
- *Business Analyst*
- *IT Consultant / Functional Consultant*
- *Database Design and Development*
- *IT Service Desk / Support*
- *IT Management and IT Supervision*
- *IT Networking Engineer*
- *IT Network and IT Systems Specialist*
- *IT Product Management*





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