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## **PERSONAL PROFILE**

A highly motivated **Human Resources Consultant** (CIPD associate membership) with excellent leadership, team working, and communication skills seeks to utilise these competencies in a progressive organisation.

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## **SKILLS PROFILE**

### Employment Legislation

- Good working knowledge of latest employment legislation including the creation of new policies and procedures.
- Consultation experience of Union negotiations in public and private sectors.
- TUPE advice and implementation for The University of Manchester and Stoke-on-Trent City Council

### Employee Relations

- A wide and varied experience of employee relations including the role of union representative in several printing companies.
- Negotiations with Public Sector unions in difficult scenarios such as TUPE transfers, redundancy and disciplinary issues in Higher Education
- Able to communicate effectively with different levels of post including managers, Head teachers, governors, teachers, and non-teaching staff members.

### Job Evaluation

- HERA Role Analyst for The University of Manchester and Oxford University
- Responsible for interviewing, report writing and scoring for the HERA role evaluation process at The University of Manchester and Oxford University
- Operating the on line HERA support system for Oxford University
- Verification of HERA reports and scores for Oxford University

### Training & Development

- Responsible for briefing managers and union officials on the Higher Education HERA Appeals process at The University of Manchester
- Responsible for conducting workshops at Birmingham, Aston, Wolverhampton & Staffordshire universities
- Organising and presenting training sessions for students in schools, colleges and universities for the Business Dynamics programme

### Employee Reward

- Responsible for implementation of pay awards, performance review recommendations, and extra responsibility management points.
- Salary advisor to Head teachers and Service Managers in the Education Department.
- Senior team member with responsibility to approve employee rewards recommendations.

### Recruitment & Selection

- Responsible for local graduate recruitment in a global IT company.
- Organising and co-ordinating regional recruitment events for education and skilled hires staff including 58 in a special 2 - day recruitment event.
- Interviewing, advising and placing volunteers in suitable charity organisations within the voluntary sector.

### HR Planning

- Manpower forecasting and submission of human resource requests for busy regional IT Sector.
- DSO and vacancy panel co-ordinator for busy education department.
- Final approval for vacancy advertisements for the education department.

## EMPLOYMENT HISTORY

### Human Resource Management

- 2005 - Present Human Resources Consultant/Director of RESOLVE HR LTD – the delivery of a full human resources service to companies. Clients include Kier Stoke, Oxford University, University of Manchester, Stoke-on-Trent City Council, Bomark Films Ltd, HAL Training Ltd and The Dove Service.
- 2004 – 2005 Human Resources Officer (Fixed -Term), University of Manchester, HERA Role Analyst and Human Resources Officer in the higher education sector. Duties included TUPE negotiations, role evaluation, disciplinary, grievances, sickness management, redeployment, and general HR enquires.
- 2003 – 2003 Human Resources Manager (Interim), Agency work for Birmingham & Solihull NHS Mental Health Trust, HR generalist in a senior team responsible for the HR services of the Northern Birmingham Trust. Duties include disciplinary, suspensions, union relations, re-grading, and other HR services supplied to Directorates, Ward Managers, and Staff members.
- 2002 - 2003 Education Personnel Officer/Consultant, Wolverhampton City Council, HR generalist and Senior Team member for schools and other education establishments within the local LEA. The team consisted of 20 people responsible for 5,500 employees in 120 schools. Duties included redundancy, disciplinary, grievance, TUPE, performance review, job evaluation, and employment legislation responsibility.
- 2000 - 2002 Regional Recruitment Team Leader/Acting Resource Manager/ Recruitment Events Co-ordinator, EDS. Responsible for all regional recruitment activities in a global IT company for the Inland Revenue Account. Team Leader for 3 staff in a busy working environment. Responsible for attracting graduate and modern apprenticeship candidates.
- 1999 - 1999 Personnel Manager, GB Recruitment Ltd, initiated the new education department for a recruitment agency in Stoke-on-Trent (summer placement)

### Other Employment

- 1997 – 1999 The Disney Store, Shop Assistant in the Hanley store (part-time).
- 1996 – 1997 Marks & Spencer, Shop Assistant and Operations Assistant (part-time temporary).
- 1988 – 1996 Spectrum Ceramic Printers Ltd, Layout Designer and Film Assembler of ceramic transfers for the pottery industry. Union representative.
- 1976 – 1988 Capper Ratauds Ltd, Litho Printer/Platemaker of ceramic transfers for the pottery industry. Apprenticeship served and union representative

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## EDUCATION

- 1997 - 2000 Staffordshire University, B.A (Hons) Human Resource Management. 2:1  
Classification.
- 1998 Staffordshire University, Awarded a Foundation Scholarship for academic achievements.
- 1996 - 1997 Stoke-on-Trent College, Access Course - Grade A (overall),  
(Access provides university qualifications for mature students)  
Business Studies A  
Psychology A  
Sociology B
- 1975 – 1979 North Staffordshire Polytechnic, City & Guilds  
Lithographic Printing & Platemaking (Basic & Advanced).

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## PROFESSIONAL MEMBERSHIP Chartered Institute of Personnel and Development (CIPD)

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INTERESTS Family activities, football, Chair of Dyslexia Association of Staffordshire and I am a member of my local church.

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