
Curriculum Vitae

CAN-49

Based in... Bicester, Oxfordshire
Accessible by... Full UK Licence & Own Car
Notice period of... 2 Months

ABOUT THE CANDIDATE

This candidate is a people-oriented individual who finds HR to be a highly rewarding career. However, they do not feel completely supported by their current employer, and therefore seek a new challenge within a company that can aid their professional development.

This candidate offers experience in HR management, issuing contracts and offer letters, taking ownership of all recruitment processes including onboarding, creating and delivering training, reviewing and amending policies, supporting and advising Managers, contributing to improving employee wellbeing, plus Team Leader experience. They also have strong relationship building skills, and good knowledge of employment law and legislations.

This candidate is confident when handling challenging conversations, such as during disciplinary and grievance cases, where they follow a facts-driven approach. They understand the importance of collating and presenting evidence in the right way, including following up in writing to ensure important information is clearly communicated.

WORK EXPERIENCE

People & Culture Manager

Oct 23 - Present

Fire safety designers, engineers, consultants and specialists

- Acting as the Line Manager and first point of contact for the People Administrator
- Managing the People function, like implementing and monitoring Personal Growth Plans
- Driving Learning and Development including CPD across the team of Fire Engineers, Fire Safety Consultancy and Central Services Teams
- Maintaining HR documentation including recruitment (Skilled Worker Visa Sponsorship / Employment Visa UAE), onboarding, retention, and leavers
- Overseeing recruitment activities, consulting with various Recruitment Agencies
- Delivering new starter training sessions and organising technical inductions
- Responsible for coordinating and leading interviews across the organisation
- Managing development and ongoing review of the HR Policies and Procedures
- Wellbeing and the welfare of the team, including survey and anonymous feedback
- Encouraging team and individual development, nurturing, and developing talent using Strength Scope exercise and personal growth planning
- Developing coherent business culture and communication
- Championing and promoting organisation equality, diversity, and inclusion
- Supporting and training Line Managers in achieving the business objectives with regards to training strategies and personal/professional growth of team members

Reasons for leaving - Seeking a more inclusive company culture and progression opportunities

People Lead

Aug 20 - Oct 23

Fire safety and engineering consultancy

- Initially joined as a **Project / HR Coordinator** in August 2020, with duties including:
 - Preparing and sending invoices, including following up overdue payments
 - Monitoring stock and purchasing IT/PPE equipment as required
 - Supporting internal auditing (ISO 9001, ISO14001, and BAFE SP205)
 - Implementing ERP systems including data migration and team training
 - Building the company HR Department from start up to support growth
 - Administration of recruitment campaigns including advertising vacancies, collating CVs / applications, corresponding with candidates, plus assisting with shortlisting and selection processes
 - Organising interviews for shortlisted applicants with department Managers
 - Coordinating onboarding and induction for new employees including ensuring they have the right IT equipment and logins, appropriate PPE, and valid ID cards
 - Coordinating shadowing training for new starters
 - Communicating and organising CPD opportunities across the team, including capturing and documenting team CPD records
 - Ensuring records and filing are compliant with Data Protection Regulations
 - Coordinating the Personal Growth Plan calendar for all team members, assisting with internal communication, ensuring documentation is completed
 - Supporting Line Managers in achieving the business objectives with regards to training strategies and personal/professional growth of team members
- Promoted to **People Lead** in April 2022, with duties including:
 - Acting as the Line Manager and first point of contact for the HR Coordinators
 - Implementing and monitoring Personal Growth Plans
 - Driving Learning and Development including CPD across the team of Fire Engineers, Fire Safety Consultancy and Business Services Teams
 - Maintaining HR documentation including recruitment (Skilled Worker Visa Sponsorship), onboarding, retention, and leavers
 - Overseeing recruitment activities, consulting with various Recruitment Agencies
 - Delivering new starter training sessions and organising technical inductions
 - Responsible for coordinating and leading interviews across the organisation
 - Managing the development and review of HR policies and procedures
 - Overseeing the wellbeing and welfare of the team, addressing any concerns
 - Encouraging team and individual development, nurturing, and developing talent using Strength Scope exercise and personal growth planning

Fire Safety Operation Lead

Nov 16 - Aug 20

Independent fire safety consultancy

- Initially joined as an **Administrative Assistant** in November 2016, with duties including:
 - Keeping projects and reports up to date on the company database
 - Document management including data entry and filing of correspondence
 - Responding to email and telephone enquiries in a timely manner
 - Redirecting calls and taking messages for colleagues as required
 - Distributing post, plus supporting colleagues with scanning and photocopying
 - Preparing outgoing mail ensuring it's correctly franked ready for collection
- Promoted to **Project Coordinator** in June 2017, with duties including:
 - Managing a portfolio of clients to ensure work can be delivered on schedule

- Setting up new enquiries on the internal IT system
- Maintaining core project information and processing reports for clients
- Allocating work to the team and arranging on-site visits with clients
- Preparing and sending invoices to clients for completed work
- Ordering office supplies and booking travel arrangements for colleagues
- Promoted to **Senior Project Coordinator** in August 2018, with duties including:
 - Setting up client information on the database and closely tracking projects
 - Uploading and downloading relevant information from client systems
 - Monitoring and maintaining KPIs, escalating issues as they arise
 - Scheduling and forward planning site visits to ensure cost effective programming
 - Allocating work to the project team and supporting as required
 - Attending client meetings alongside the Project Lead or Technical Lead
 - Note taking during meetings and assisting with minutes as required
 - Ensuring all purchase orders and work orders are accurate and in place
 - Raising invoices against work undertaken and agreed scope / fees
 - Handling invoice enquiries, escalating as required
 - Responding directly to clients and fire risk assessor queries
 - Maintaining and updating project documentation and other reports
 - Maintaining a positive team environment to promote the company's interests
 - Supporting Project Coordinators and mentoring Administrative Assistants
 - Responsible for all financial tracking of projects including invoicing
 - Highlighting technical, contractual, and commercial issues to the Operations Manager and Fire Safety Practice Manager as required
- Promoted to **Fire Safety Operations Lead** in June 2019, with duties including:
 - Providing inspired leadership within the organisation
 - Managing business expenses for 30 employees
 - Maintaining HR documentation for internal and external teams
 - Following recruitment processes for applicants and new starters including assisting with job adverts, shortlisting candidates, and conducting interviews
 - Delivering new starter training sessions and organising technical inductions
 - Providing systems training to new project team starters
 - Preparing fee quotations according to the pricing strategy for the department
 - Monitoring costs, budgets, and finances for the department
 - Reporting the the Fire Safety Director on figures, issues, and profitability
 - Developing new initiatives to improve company profitability and client retention
 - Supporting the Fire Safety Operations Director in identifying and resolving issues

Previous Employment

Mar 08 - Nov 16

Duties and responsibilities can be discussed upon request

- Academic Administrator (Sep 16 - Nov 16)
- Home Administrator (May 15 - Sep 16)
- Resources Administrator (Mar 08 - May 15)

EDUCATION & QUALIFICATIONS

University, UK

2023 - Present

- MSc in Psychology

College, UK**2007 - 2008**

- NVQ Level 2 in Office IT Skills for Adults

University, UK**2000 - 2003**

- BSc in Environmental Engineering

Professional Qualifications, UK**2020 - 2022**

- Level 5 CIPD - Associate Diploma in People Management (2022)

Certificates and Licences, UK

- Intermediate Award in C18 Passive Fire Protection (2020)
- Online Course in Successful Influence and Persuasion at Work (2022)