

Curriculum Vitae

Career Summary

- Feb '05 – to-date: County Council
Project Manager – Strategic Review of Education
- Oct '99 – Jan '05: County Council
Head of Access Unit
- April '96 – Sept '93: County Council
Head of Forward Planning
- Sept '93 – March '06: Council
Client Manager Catering and Cleaning
- Sept '91 – Aug '93 County Council
Building Cleaning Client Manager
- May '88 – April '91: District Council
District Services Manager (multi-functional D.L.O.)
- Aug '81 – April '88 District Council
Estimator / Surveyor in D.L.O.
- Aug '61 – July '81 Private Sector construction, from Pupil to Senior Contract
Surveyor to Area Manager for a large subcontractor group.

Career Detail

County Council September 1994 - Project Manager – Strategic Review of Education

Seconded for three year fixed term contract.
Responsible for delivering multi-million pound school projects on time and budget.
Most challenging example: Primary School, value £6.8 million which received the L.A.B.C. South Wales award for £5 to £10 million project and the prestigious R.I.C.S. Wales Award for Community Benefit.

Working closely with Elected Members in agreeing strategy, participating in consultations with Governing Bodies, Head-teachers, Staff, Parents and pupils in the delivery of the outcomes, which have or may involve the closure, re-organisation and opening of new schools.

Liaising closely with colleagues in the Welsh Assembly Government in delivering statutory proposals.

Preparing design briefs and working in partnership with design team and partner contractors in delivering projects on time and budget

Preparation of asset management plans for the development of secondary schools and procuring furniture and resources for new school projects.

October 1999 – January 2005 – Head of Access Unit

Promoted to above position following internal restructuring.

Responsible for a multi-disciplinary team managing the provision of school places, re-organisation and closure of schools, capital building programme, statistical services information and research, admissions, home to school transport and awards, loans and grants to students and the preparation and publication of the School Organisation Plan.

April 1996 – September 1999 – Head of Forward Planning

Responsible for managing the provision of school places, re-organisation and closure of schools, capital building programme, statistical services, health and safety and security advice and support to schools, client side services for school meals and building cleaning, and emergency planning on behalf of the Directorate.

- A track record in management in delivering projects on time and within budget to agreed briefs
- Up to-date and broad knowledge of statutory framework and guidance required for the opening, closing and rationalisation of school places
- Wide experience in managing multi-disciplinary teams in delivering services to statutory timescale and within budget
- The ability to communicate effectively both orally and written with Elected Members, Governors, Head-teachers and the Public in delivering what are often difficult outcomes particularly when it involves the closure of a school or schools
- A broad and detailed knowledge of Partnership working and the advantages it can bring to an organisation
- The ability to negotiate at all levels often within sensitive areas both politically and strategically
- A detailed knowledge of the Education sector and the interface of contracts and service level agreements necessary to allow schools to operate effectively

Education

- March '93 – B.T.E. Certificate in Management, Level 4
- April '86 – Architecture and Surveying Institute (subsumed into Chartered Institute of Building)
- June '66 – H.N.C. in Building
- June '64 – O.N.C. in Building