

Curriculum Vitae

Profile

I am a highly self motivated personnel practitioner with over 30 years experience gained in a wide range of disciplines and environments mainly in the public sector.

Since Local Govt reorganisation in 1996 I have managed an HR team which provides Services with dedicated officers to support day to day operational needs while also establishing a core team of advisers in the key disciplines to develop Resource guidelines and procedures at a strategic level to complement the development of Housing & Technical Resources Service Planning Process.

Employment History- Current **April 96-Date** Council Housing & Technical Resources, Personnel Services Manager reporting to the Head of Support Services/Executive Director

To co-ordinate the provision of a high quality proactive and professional HR support service through the management of an operational HR team comprising the HR, Employee Development and Health & Safety functions as well as Customer Administration and Member Services in order to achieve high standards of performance and Management practice.

To design develop implement and monitor a range of Corporate and Resource specific policy initiatives for employee governance purposes.

Key Result Areas

Reorganisation of Scottish local Government In 1996 I was a member of the team responsible for the restructuring of the Resource creating organisational structures from the predecessor authorities. in order to ensure that service delivery was maintained and enhanced.

Due to the need to align the complement of employees actually transferring to the new Unitary Authority I was actively involved in managing the restructuring programme to ensure we provided the new Service within revised financial parameters w.e.f 1/4/97

Creating the HR Team To meet the Challenge of Change

I was responsible for ensuring that the development and implementation of the Human Resource Strategy of the Council was effectively delivered and specifically for the management of the HR agenda i.e. partnership working, staff governance, organisational development, recruitment & selection competence initiative, performance management, employee development employee relations and health & safety and equal opportunities. within the Resource

The Council established a number of strategic HR groups i.e. Personnel Managers, Equal Opportunities Health & Safety .Communications in order to ensure that new Council Policies were cascaded to the 17 departments created on reorganisation.

Developing a Resource infrastructure capable of sustaining the change process

I established Resource equivalents which ensured the Councils policies were cascaded to the numerous locations and sections in a multi site multi union environment and also co-ordinated feedback from the Resource to the centre on service specific issues which required specific Housing & Technical solutions.

Building on this achievement and having established excellent working arrangements with my Corporate colleagues the Employee Development and Health & Safety functions were devolved to the Resources management and I designed, developed and implemented the following programmes which are Resource specific but also incorporate Council policy and guidance:

Health & Safety Action Plan based on the HSE's Revitalising Health & Safety Model. I established A monthly Health & Safety Working Group comprising representatives from the 3 Services and the Trades Unions which monitors and reports on Key areas to the Resource Management Team on a quarterly cycle.

Employee Development & Diversity

Resource Training Plan I have designed and delivered a template for use by sections in preparing individual ,section and service training plans incorporating all planned training identified as essential in the current year and not just a wish list for interested employees and disinterested managers.

The model developed allowed accurate costs to be provided for the first time and met the IIP Assessors requirements for specific, measurable, achievable, realistic and time bound information.

Employee Relations and Communication

I.I.P- Coordinated the Resources bid which saw us gain accreditation in 2002 and reaccreditation this year At the time of accreditation in 2002 we were the largest single authority to achieve accreditation across all of our service areas including the Direct Labour Organisation.,

Team Briefing- Designed developed and implemented a bespoke Model which currently achieves ninety five per cent returns from 60plus work locations and sections.

Appeals Investigation and Presentations-Designed, developed and implemented a standard presentation format for use at internal and employment tribunal presentation and have achieved high levels of success at both forums e.g. cost to the Resource of Employment Tribunal Awards since 1996 e.g. of the 32 individual tribunals lodged during this period .One successful.

Single Status- From 1996 onwards we were acutely aware of the need to harmonise all conditions of service inherited from the demitting authorities in order that all employees would have the same terms and conditions.

Following protracted negotiations at local level we transferred all Craft and Manual Employees to a salary scheme while retaining a robust and defensible incentive scheme.

We also concluded Single Status agreements with Caretakers and Sheltered Housing

Wardens

Partnership Working-.building on the already well established links with the principal Trade Unions at Regional Organiser level I introduced and managed a Parent /Service Joint Consultative Process

Representative Role-I also represent the Resource at a number of Council Committees and Forums e.g Presenting to the Appeals Committee/ Employee Issues Forum /Housing & Technical Resources Committee/Equal Opportunities/Maximising Attendance/Corporate Communications/Partnership Working/Lanarkshire Ethnic Minority Action Group/Careers Connections/ Parents Evening as well as range of ad hoc events where the resource interfaces with the public.

Employment History- Previous

Council Building & Works Dept, 1994-1996

To manage the Personnel, Training and Health & Safety functions for all sections of the Department ensuring the Council's objectives and policies were implemented consistently across the department.

Personnel Manager

In the year leading up to reorganisation in 1996 I undertook additional responsibilities. as a member of the Reorganisation Unit which was responsible for ensuring that the Staffing Commission Guidelines were effectively communicated to all employees in addition to participating in numerous working groups preparing the arrangements for transfer to the new Unitary authorities/joint boards etc

Representative role

I represented the department on a number of working groups reviewing arrangements for reorganisation in addition to attending and presenting at a Appeals Committee and numerous other forums.

Regional Council Building & Works Dept, Bellshill Lanarkshire 1994-1996

To manage the Personnel, Training and Health & Safety functions for all sections of the Department ensuring the Council's objectives and policies were implemented consistently across the department.

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Council Water Department 1991-1994

Divisional Administration Officer

The effective and efficient management and control of the Division's Administration. Finance and Personnel functions

Representative Role

I represented a water company on the Understanding Industry Forums where we visited Secondary Schools in the Sub Region to advise young people on Career Opportunities in conjunction with Scottish Enterprise.

Consultancy Assignments

April 2006 to date Completed

City and District Council- Single Status Master Class April 06

Local Government Staff Commission Presentation on Reorganisation of Local Government/ April 06

Local Government Staff Commission Report on the Design & Implementation of New Council Structures & Transfer Arrangements May 06

Department of the Environment Report & Project Plan detailing timescales for Key Actions in the run up to Reorganisation/ June 06

Design and Delivery of Positive Attendance Management Event/ November 06

Education and Libraries Board Presentation to 2ND Tier Officers on Knowledge Management and Capacity Planning/ September 06

Key Business Partners

Association for Public Sector Excellence-Associate Consultant - Design and delivery of Learning events e.g. Positive Attendance Management Programme.

Institute of Housing- Learning & Development Design and Delivery of Management Courses