

Person Profile

A highly motivated human resources professional with a diverse range of skills and experience of working within voluntary and third sector organisations with wide-ranging charitable objectives and areas of operation. Works collaboratively with organisations to achieve their long-term goals through strategic and operational planning, development and implementation.

Skills Profile

- Excellent knowledge of employment law
- Implementation and development of HR operational systems and processes
- Employment contract drafting
- Policies, procedures and employee handbooks - drafting and implementation
- Recruitment and selection
- Management and employee coaching / training development, delivery and evaluation
- HR solutions and advice
- Dispute resolution through workplace mediation
- Effecting employee engagement and communication
- Employee relations
- Sickness and absence case management
- TUPE, redundancy and termination
- Capability and managing performance
- Disciplinary and grievance (strong investigatory skills)
- Employment Tribunal experience (claim defence preparation, attendance and successful defence)
- Organisational development
- Strong commercial awareness
- Strategic thinker, practised at developing and implementing innovative and creative solutions
- Strong analytical skills and ability to see the bigger picture
- Excellent oral and written communication, IT and presentation skills

Recent Consultancy Projects

Created Equality and Diversity policies and developed, delivered and evaluated training to an entire staff and volunteer workforce. Established effective communication channels and improved morale for a 'hard to reach' group of workers through the setting up and facilitation of focus groups. Assisted several charities through disciplinary and grievance investigations, dismissals, redundancy and TUPE. Facilitated workplace mediation.

Relevant Qualifications / Accreditations

- Bachelor of Law (LLB (Hons)) – Cardiff University
- Certificate of Legal Studies / Certificate of Legal Research – Open University Business School
- Chartered Institute of Personnel and Development (CIPD)
- NOCN Qualified and Accredited Workplace Mediator
- Middle Temple Inn Member / Family Law Bar Association Member

Trustee and Voluntary Roles

Trustee, Age Connects Torfaen - Currently serving as a Trustee on the Board of Age Connects Torfaen (operating title of Age Concern Torfaen).

Personal Support Unit, Cardiff Civil Justice Courts 2013 – 2015 - Supported litigants in person by advising on court procedural requirements and offering practical information about the court process whilst providing emotional support through empathy. Extensive Civil Court and Employment Tribunal attendance.