

# Michael Forbes | HR Manager

Location: London

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## Professional Profile

'An entrepreneurial, innovative HR Director with extensive experience in directing and enhancing implementation projects, global strategic initiatives and HR operations'

Skilled in diverse areas including HR Management and Consultancy, Talent and Performance Management, Learning and Development, and Succession Planning. Collaborative communicator continually focused on leading HR specialists in line with operational requirements. Committed to promoting synergy across business lines to drive positive change via the implementation of HR solutions, staff development initiatives and process improvements, with a successful track record in the translation of business vision into HR initiatives that add value and improve performance.

## Core Skills

- |                          |                          |                                |
|--------------------------|--------------------------|--------------------------------|
| • HR Management          | • HR Consultancy         | • Employee Engagement          |
| • Performance Management | • Employment Relations   | • Talent Management            |
| • Recruitment Processes  | • Learning & Development | • Immigration / Employment Law |

## Career Summary

### Sep 2015 – Present

**HR Manager**  
**ABC Management Solutions Ltd, London**

#### *Outline*

Overseeing the day-to-day HR management of employees across the UK, Spain, and Norway, with a direct responsibility for approximately 50 employees; reporting to the Director of HR.

#### *Key Responsibilities*

- Monitoring departmental performance and control systems to ensure adherence to best HR Practice and compliance to regulatory requirements.
- Providing direct management to the HR Assistant to ensure the smooth running of all HR operations.
- Recommending HR tooling to achieve process efficiency and participating in key decisions as a member of the executive management team.
- Providing overall leadership and guidance on talent acquisition, career development, succession planning, retention, training and leadership development, compensation, and benefits.
- Attending regular meetings with the COO concerning updates on employee development and relations.
- Assisting with recruitment from an advisory standpoint, developing roles and identifying future needs.
- Running global initiatives and projects including leadership development programmes, workshops and coaching, and performance reviews.
- Partnering with key stakeholders globally to build performance management procedures, and advise on Employee Relations issues and performance management procedures.

#### *Key Achievements*

- Personally overhauled the employee benefits programme and benchmarked the benefits scheme against competitors, resulting in a 50% increase in uptake.
- Increased retention by over 35% and reduced absence rates by 60% through improved Employee Engagement, policies and procedures.

### Oct 2012 – Sep 2015

**HR Manager**  
**123 Limited, London**

#### *Outline*

Provided management and support to the HR Assistant, and worked closely with Recruitment Team, responsible for employing 200 staff across 2 offices in the UK; reported to the CEO.

#### *Key Responsibilities*

- Facilitated the daily management of the HR function, working collaboratively with the Head of HR.
- Managed and mentored a team of international HR Generalists, and communicating with teams on a regular basis to build effective HR agendas and strategies.
- Directed Employee Relations procedures including the disciplinary process, grievances, statutory rights, redundancies, settlement agreements, and absence management.
- Oversaw performance management processes which included on-boarding, probationary management, performance improvement plans, annual reviews and exit interviews.
- Carried out the identification of high performers, with a strong focus on talent management, and ensured the implementation of Professional Development Plans.