

## Professional Profile

Accomplished HR Generalist with broad HR expertise, leading and developing HR teams to provide full comprehensive HR support services to organisations.

Qualified with Level 5 CIPD, delivers an exemplary service to employees and management. Equipped with an in-depth knowledge of employment law and the full employee lifecycle. Expanding and developing this knowledge and more, by utilising an annual CIPD Membership. Experience of working in industries such as construction, local government, and non for-profit. Well versed with HR software within such us PeopleSoft, Sage People and Breathe.

## Core Skills

- HR Policies & Procedures
- Rewards & benefits
- Employee Lifecycle
- Recruitment
- Level 5 CIPD Qualified
- Payroll
- PeopleSoft/Sage People/Breathe
- Varied Industry Experience & Knowledge

## Career Summary

**May 2015 - Present**

**Wish Upon A Star Children's Charity, Manchester**  
**HR Generalist**

### *Outline*

Leading a Team of HR Administrators within the HR Function of this non for profit Charity, reporting to the HR Manager, I play an integral role in overseeing the smooth running of the HR function including New Starters, Payroll and Employee Relations.

### *Key Responsibilities*

- Lead the Team of HR Administrators acting as their first point of contact supporting and guiding them on any issues that arise
- Work in Partnership with Senior Management making recommendations that determine the corrective actions required to resolve employee issues such as; conducting investigations, disciplinary hearings, grievance and redundancies
- Provide Senior Managers with accurate employee related monthly reports and statistics
- Support Managers with Staff Appraisals/Development
- Develop and deliver coaching sessions offering guidance and advice to employees
- Analyse current processes and streamline
- Oversee the following processes; Onboarding, Payroll, Recruitment, Induction, Staff Retention exercises and Employee Relations
- Acting HR member on the charities fundraising committee, providing an HR perspective whilst the charity work towards finding new fundraising strategies

### *Key Achievements*

- Streamlined the companies Recruitment Process cutting it's quarterly spend by 25%
- Proposed and implemented moving all personnel files from a dated in-house database system to an efficient and professionally recognised HR system, saving the company 10 hours a month during the Payroll process

**January 2012 – May 2015 D & J construction Ltd, Greater Manchester**  
**HR Administrator**

### *Outline*

Reporting to the HR Manager, managing a number of business critical HR administration processes

### *Key Responsibilities*

- Maintained all employee records accurately and efficiently
- Inducted new employees to the business ensuring all onboarding steps were followed
- Managed the HR Department inbox dealing with general queries and escalating other matters