

Gary White

HR advisor

AREAS OF EXPERTISE

Absence management

Performance appraisals

Employee relations

Recruitment

PeopleSoft

Implementing new initiatives

Equal opportunities

Health & safety

PROFESSIONAL

CIPD

*Certificate in Personnel
Practice (CPP)*

PERSONAL SKILLS

*Negotiation and
influencing*

*Personal drive and
resilience*

PERSONAL DETAILS

*Gary White
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Coventry
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*DOB: 12/09/1985
Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A confident and reliable HR advisor experience of creating and implementing policies to do with work conditions, disciplinary procedures and equal opportunities. Extensive knowledge of key processes such as disciplinary, grievance, redundancy, performance management and contractual changes. Having a proven ability to support a HR department by providing accurate and professional advice and guidance.

Currently looking for a suitable HR advisory position with a ambitious and exciting organisation.

WORK EXPERIENCE

Local Authority – Coventry

HR ADVISOR June 2008 - Present

Working with different departments and their line managers to help them to understand HR procedures and policies. Also responsible for giving advice on pay, promotions and benefit and listening to staff problems.

Duties:

- Providing HR support, guidance and expert advice to colleagues and managers.
- Developing HR practices and processes to ensure consistency.
- In charge of the disciplinary, grievance and redundancy processes.
- Writing job adverts and then advertising them.
- Carrying out salary reviews.
- Building effective relationships with trade union representatives.
- Responsible for the recruitment, selection and interviewing process.
- Develop, coordinate and deliver training modules as required.
- Advising on change and improvements within the organisation.
- Sickness / absence monitoring & reduction.
- Negotiating with staff regarding their pay.
- Ensuring all HR administrative records are updated and maintained.
- Advising managers on staff development.
- Negotiating terms and conditions of employment with staff.
- Conducting inductions with new starters in the business.
- Responsible for individual work events i.e. Long Service etc, maternity etc.

KEY SKILLS AND COMPETENCIES

- A good awareness of current HR best practice.
- Ability to multi-task within a demanding and fast paced environment.
- Good working knowledge of current employment legislation.
- Administrative / advisory experience in a Human Resources environment.
- Experience of PeopleSoft / query manager.

ACADEMIC QUALIFICATIONS

BSc (Hons) Business, Marketing and Human Resource Management
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.