**CURRICULUM VITAE**

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| **Name:** Mr Alastair James Francis Glenny  **Address:**  14 Guinevere Drive  South Elmsall  nr. Pontefract  West Yorkshire  WF9 2WB | **Home Tel:** 01977 651 152  **Mobile Tel:** 07940 377 748  **Email:** ajfglenny@hotmail.com  **Date of Birth:** 19th August 1973  **Marital Status:** Married with two children |

**PROFILE**

A creative and professional individual with a wealth of experience of the management, production, editing and maintenance of corporate websites and intranets. Responsible for over 50 websites and IT systems through the full development lifecycle. Ability to work on own initiative as well as in teams in Agile environments.

**KEY ACHIEVEMENTS**

* Self-managed a project for a major high street bank to revamp their website
* Re-designed and built the Travel South Yorkshire website and trained internal staff in how to maintain it using a CMS in less than 6 months
* Analysis, design, development, maintenance and support of the first intranet for Yorkshire Purchasing Organisation
* Due to work on search engine optimisation, increased the DLAs website hit rate ten-fold
* Improved the Coventry City Council website to make it more usable to less-able bodied users, resulting in a local authority league table position of 18 (from a previous ranking of 350 out of 456)
* Working with third parties to host and develop websites
* Deputy Project Manager for British Gas Energy Centres Year 2000 Compliance project
* Developed the Regional Technical College in Galway website, one of the first Irish websites, whilst on a student exchange scheme
* Confident working with both Digital and Marketing teams and colleagues

**CAREER HISTORY**

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| **Yorkshire Building Society, Leeds**  **Web and Content Editor** | **March 2019 – Present** |
| I am part of the team that is currently doing a migration project from the existing website to the new one. My role is to edit the content and code so it fits into the new “look and feel” for the YBS group. The role I have is a contract position. | |
| **Next Distribution, Pontefract, West Yorkshire**  **Warehouse Operative** | **July 2018 – March 2019** |
| I worked in their warehouse as a Packer. My included sorting out orders to be despatched either to customers directly or to the network of stores. This involved scanning parcels, loading sacks onto the conveyor belts, quality assurance, etc. | |
| **Locala, Batley, West Yorkshire**  **Website and Sharepoint Co-ordinator** | **April 2018 – June 2018**  **(contract position)** |
| This role was to cover a member of staff who was on long term sick leave. I was responsible for the maintenance of Localas website, intranet and SharePoint sites. I used a bespoke CMS as well as hand coding HTML to do this. I liaised closely with key stakeholders to gather and edit content to make it web-suitable. I was the first port of call for the organisation and its partners if anyone needed anyone needed support. I provided this either by email or phone call. Locala was the trading name of NHS Community Partnerships in West Yorkshire. | |
| **NHS Digital, Leeds**  **Project Support Officer** | **May 2017 – March 2018**  **(temp. position)** |
| I was working through an agency supporting the GP Connect project at NHS Digital. My duties are mostly administration related, taking minutes, updating action logs, inbox and Sharepoint, management, etc. I also provided admin support to other departments such as the Commercial Team. I also created an image library for the Communications Department using SharePoint 365. | |
| **Between March 2017 and May 2017 I was registered unemployed.** | |
| **Lloyds Banking Group, Halifax, West Yorkshire**  **Content Specialist** | **August 2016 – March 2017**  **(contract position)** |
| My role was to work with both the Marketing and Digital teams to produce a new version of the “Money Explained” section of the Halifax website (<http://www.halifax.co.uk/money-explained>). I used their content management system (Teamsite) to do this. I produced new pages and content using templates I developed. The site’s goal was to inform the public (not just Halifax customers) to to the different terminology used in the Banking sector and involved written articles through to informative videos that were embedded onto the relevant pages. I self-managed the project from initial brief through to deployment of the new section with minimal input from my management. | |
| **Natural England (part of DEFRA), Leeds**  **Technical Support Advisor** | **September 2015 – August 2016**  **(temp position)** |
| My role was to support the members of the public who own land and have to send complex forms back to the Government so they can receive financial grants. I had to check to these forms to make sure they are filled in correctly and speak to the customer if any further information is required. This role was through an agency and was on a rolling contract basis. | |
| **Benenden, York**  **Digital Designer** | **July 2015 – September 2015**  **(contract role)** |
| This was a short term role where I was asked to work within the Marketing team who maintained the organisations website in conjunction with the IT Department. I used Umbraco CMS to do this. In addition to this I produced HTML Emails and designed wireframes for new sections of the websites. My role was also to optimise the web presence for mobile devices. | |
| **Between April 2015 and July 2015 I was registered unemployed.** | |
| **HSCIC (Now NHS Digital), Leeds**  **Website Administrator** | **August 2014 – April 2015**  **(contract role)** |
| In this role I helped to maintain the HSCIC website using their CMS. I also trained staff in this CMS and do Sharepoint Administration as this is where our publications are stored. I worked closely with other departments particularly the Media and Statistical Governance teams. I also completed web stats using Google Analytics to do regular and bespoke reports. I made sure the website was search engine and social media optimised and compliant on accessibility standards. In addition to this I completed a course on writing content for Government websites and could update the HSCIC’s presence on the GOV.UK website. | |
| **Premier Farnell, Leeds**  **Web Developer** | **April 2014 – July 2014**  **(contract role)** |
| I was employed on a short-term contract basis to assist in the maintainence of the company’s current website (<http://uk.farnell.com>) and in the development of their new one which is due to be launched by the summer. The website was to be multilingual so I to use HTML in many non-English languages. In addition to this I helped to develop a “logo” database of all their supplier to help in the production of marketing/HTML emails and newsletters. Optimised the site and web campaigns for search engines. | |
| **Leeds NHS, West Yorkshire**  **Front-end Web Developer/Designer** | **July 2012 – December 2013**  **(contract role)** |

I helped out in the Information Systems and Delivery and Communications Departments to produce new websites for the West Yorkshire Community Support Unit and the 3x Leeds clinical commissioning groups. Additionally I was involved with the design and production of their extranets. I did this using HTML, CSS, JQuery, Photoshop.

I worked closely with the Communications Team taking their initial design ideas and making them into working prototypes and eventually creating templates for use in the Sitekit Content Management System used. As well as their extranets I also designed and produced: <http://www.leedsnorthccg.nhs.uk> and <http://www.leedssouthandeastccg.nhs.uk> from initial brief to client handover.

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| **CAPITA REGISTRARS, Huddersfield, West Yorkshire Web Designer** | **April 2011 – July 2012** |
| I worked within the Web Marketing Team, which is based in the IT Development Department of Capita Registrars, which itself is part of the Capita Group:   * Production of branded share portals (BSPs) and generic share portals (GSPs)   *This is where I produced a “share portal” for one of Capita Registrar’s clients or potential ones. To start off I produced a series of screenshots showing our share portal’s various options based around the client’s existing website. If they require a working model this is when the GSP is produced and handed over to our Relationship Managers. If full functionality is required then a BSP is produced. To do this I used multiple cascading style sheets and HTML to make sure it works in all the major web browsers.*   * Making documents web-ready *I worked closely with the Marketing Team in producing HTML versions of client’s terms and conditions and other online media. To do this I used Dreamweaver and if any graphical work is required Photoshop. I also helped to produce online newsletters for companies to send to their shareholders* * Document Management Server (DMS) Administration *Capita Registrars had a DMS where staff from various divisions can add/remove documents that other staff may find useful. It was my role to grant these content editors permissions to certain areas of the DMS. To do this I used remote into the DMS and set up shared folders. In addition to this duty I also used SQL Server to amend dynamic content such as news articles and internal job vacancies.* * Content Management System (CMS) authorisations and updates *Capita Registrars is just one of numerous companies under the Capita Group and as such the team I worked within was also responsible for numerous other Capita company’s websites. I was responsible for authorisation any change made to Capita Deal and Capita Sector websites. When an editor had made a change I would get an email notification. Then I check to the code to make sure it complies with web standards and it is correct before I publish it and it goes to the live server. Certain parts of these sites I maintained directly after receiving content and briefs from key staff. The CMS employed by Capita is RedDot.* * Marketing (bulk) emails *Again liaising with the Marketing Department I produced numerous bulk emails that are sent to clients of Capita inviting them to seminars, receptions, etc. I produced these in HTML and checked to make sure they work in all the major email clients and then using a web-based package called Pure360 I distributed them out. These could be sent from any company within the Capita Group as each one has a unique profile that adds separate signatures, disclaimers, etc. However they all had to follow strict company guidelines on style, font and colour choice, logo positioning, etc.* * Analytics and testing of share portals *This is a service offered to clients that I administer when they have a full share portal is analysis of their users to it. I use a package called Netinsight that is web-based and produced graphs and statistics from the log files created on the web server. I worked closely with the Online Strategy Manager for Capita in getting results to the queries they relay to me from our clients – such as number of visitors to the German version of their site.* | |
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| **SOUTH YORKSHIRE PASSENGER TRANSPORT EXECUTIVE (SYPTE), Sheffield, South Yorkshire** | **November 2010 – April 2011**  **(Contract role)** |
| **Web and Content Editor** |  |

Responsible for the build, editing and training for the new Travel South Yorkshire website – [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) - working with both the Marketing and IT Development teams as well as 3rd party suppliers to achieve this aim using the Ektron CMS.

**I was registered unemployed between January 2010 and November 2010 after being made redundant from YPO.**

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| **YORKSHIRE PURCHASING ORGANISATION (YPO), Wakefield, West Yorkshire** | **August 2005 – December 2009** |
| **Web Designer and Intranet Administrator** |  |

* Managed and produced YPO’s first intranet   
  *Technologies used included HTML (hand coding), Dreamweaver, Photoshop, JavaScript and a little bit of ASP/PHP.*
* Supporting e-commerce customers  
  *Register them as online users, allocate an account and talk them through the process of buying from the YPO website as many had not used online purchasing before.*
* Working to meet tight deadlines to deliver quality results  
  *I was given until Christmas 2005 to launch at least a home page for the intranet for YPO from starting the project in August of that year. I managed to get two servers up and running plus 500 pages launched before the deadline.*
* Process improvement  
  *Working alongside the Head of Corporate Management I helped produce new procedures and policies for the company. In addition to this I worked with other team members to improve the systems and processes within the organisation which were combined form a new Enterprise Management System.*
* Managing own time and excellent team working  
  *Being the sole Web Designer I had a lot of autonomy in this role so could not rely on others. However where I needed assistance I knew I had a good backup of experts in relevant areas within the company.*
* Striving to obtain feedback and inputs to keep websites up-to-date  
  *I have always keep a keen interest in new technology and techniques since college. I still have close friends in academia so we like to discuss these on a regular basis. Other methods I employ is to look at relevant websites*

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| **COVENTRY CITY COUNCIL, Coventry, Warwickshire** | **May 2005 – August 2005** |
| **Content Editor** | **3 month contract** |

* Responsible for development of the council’s website to improve accessibility for less-able bodied users and overall performance
* Used the APLAWS Content Management System (CMS) and reports from Sitemorse to highlight errors and faults on the website
* Investigating and fixing the errors and faults identified
* Writing a CMS user guide for accessibility amendments
* Complying with AA W3C standards on accessibility and usability and ensuring third party compliancy

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| **IMPROVE LTD (The Food & Drink Sector Skills Council), York, North Yorkshire** | **October 2004 – February 2005** |
| **Website Administrator** | **4 month contract** |

Collaboration with an external company to re-design the Improve web site. Working within a team to maintain and populate the new website. Used a bespoke CMS to populate the website and produced staff/customer newsletters and e-mail campaigns.

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| **Various Companies** | **April 2003 – October 2004** |
| **Short term contracts** |  |

* Used Dreamweaver, CMS, hand-coded HTML, Photoshop and Fireworks for development of websites, search engine optimisation and producing web graphics
* Windows NT Servers website hosting
* Editing new content for websites developed
* Consultant for website production and search engine optimisation
* 1st line desktop and server support

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| **DLA (now DLA Piper), Leeds, West Yorkshire** | **December 2000 – April 2003** |
| **Technical Analyst and Web Editor** |  |

Hands-on manager of a team of web developers using Photoshop and Allaire Homesite to develop and maintain the intranet and internet sites hosted on MS Windows NT Server. Used MS Project to produce plans for go live schedules. Project management, analysis, design and development of websites and web site technologies e.g. course booking, pension contribution, medical experts and email newsletter, through meetings with relevant departments.

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| **LINNEY DESIGN, Mansfield, Nottinghamshire**  **Web Programmer** | **September 1998 – November 2000** |
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Worked alongside Account Managers to deliver website solutions to 3rd party clients ranging from universities to large blue chip companies. Provided client side training in Internet technologies, such as HTML, FTP and web graphics optimisation. Primarily used Allaire Homesite and Dreamweaver. Co-ordinating the Marketing and New Media departments so that they could develop their web presence. Optimised websites for search engines.

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| **BRITISH GAS RETAIL (part of the Centrica Group), Long Eaton, Nottinghamshire** | **September 1997 – September 1998** |
| **IT Systems Officer** |  |

Provision of technical and project support to their network of 240 retail outlets and office/call centre staff based in Long Eaton and Bolton. Worked on numerous large projects such as development of a new EPOS (Electronic Point of Sale) system and Y2K compliance. Technologies used were IBM AS/400 mainframe and RPG III programming.

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| **Regional Technical College in Galway, Ireland (ERASMUS Student Exchange Program)** | **February 1995 – October 1995** |
| **IT Support Technician** |  |

Developed the 1st website for the Regional Technical College in Galway, Ireland whilst on a student exchange scheme. This was one of the first 50 websites in the Irish Republic.

**COMPUTING SKILLS**

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| **tware Used**  Microsoft Windows XP, Vista, Server 2000  MS Office Professional  Macromedia Fireworks MX  Adobe PhotoShop 5.5, 6 & CS2  Allaire Homesite 4.5  Macromedia Dreamweaver 3, 4, MX & 8  Lotus SmartSuite  Microsoft Internet Information Server  Macromedia Flash 3 & 4  Adobe Image Ready | **Programming Languages**  HTML / CSS  Meta Data / Search Engine Optimisation  JavaScript / DHTML  Classic ASP  SQL  RPG III  **Other Skills**  Project Management  Desktop support (1st and 2nd line) |

**EDUCATION AND TRAINING**

02/2014 Activity First Aid

09/2011 Web Design with XHTML & CSS

08/2011 ITIL Version 3 Foundation

04/2011 Introduction to Netinsight

02/2011 City & Guilds 7303 – Certificate in Teaching in the Lifelong Learning Sector

09/2006 Dreamweaver 8 – Building Database-Driven Websites

02/2006 Introduction to programming in ASP.NET

04/2004 Electrical Awareness

02/2001 Introduction to Dreamweaver 3

04/2000 Hands-On JavaScript: Building Interactive Web Sites

10/1997 RPG Programming – Phase 1

09/1997 AS/400 Facilities Training

1993-1996 BSc (Hon’s) Computing (specialising in Computer Communications), Leeds Metropolitan University, Leeds

1993-1995 BTEC HND Computer Studies, Leeds Metropolitan University

1991-1993 BTEC OND Computer Studies, Newark & Sherwood College, Notts.

1984-1990 9 GCSE’s at Grade ‘C’ and above (including Maths and English x2), Stonefield House School, Lincoln

**INTERESTS AND ACTIVITIES**

I am an active member of the National Trust and English Heritage and enjoy visiting their properties, gardens and country parks. Along with my family, I enjoy hiking in the local countryside and visiting areas of local interest. In my spare time I am a keen gardener and also participate in Taekwondo. In February 2009 I achieved the rank of 1st Dan (Black Belt). I have held a full clean driving licence for over 20 years and have my own private transport as well as access to excellent public transport links. I am also a Civilian Instructor in the ATC with the aim of gaining a commission and being an RAF officer in the volunteer reserves.

**References and website portfolio are available on request**