

Stephen M Kirya Assoc CIPD
(Rushden, Northamptonshire)

Profile

CIPD qualified HR professional with over 20 years' of working in fast paced environments who has gained a lot of experience, knowledge and transferable skills. Highly motivated, self-starter able to prioritise and manage time successfully, a positive "can do" attitude and can think outside the box to overcome obstacles. Whilst working in the public and private sector, developed effective working relationships with a broad range of customers and stakeholders at all levels, established as a credible and motivated employee.

Career History

Kier Group – Marriot House, Rushden

December 2016 – Current

Transitions Co-ordinator

July 2018 – Current

Processing TUPE transfers, contract bids and rebids of contracts.

- Liaising with HR Business Partners to produce timely Employee Liability Information (ELI)
- Initiation, dispatching and collation of critical data queries
- Accurate compilation and collation of ELI data through contract checks and HRIS reports.
- Mapping of terms and conditions accordingly in line with TUPE Regulations.
- Answering and resolving queries relating to TUPE processes and regulations.

HR Systems Co-ordinator

December 2016 – June 2018

Part of a team working on a major business project the data migration from Itrent to Oracle HR system

- Administration and data management tasks between Oracle and Itrent HR systems
- Worked closely with all areas of the business to develop hypotheses on areas where operational improvements may be possible.
- Performed validation checks on different types of data
- Communicated findings effectively with the business to ensure better decisions could be made
- Reconciled customer data to identify and resolve inconsistencies
- Pro-actively identified opportunities and made recommendations for improvements.
- Worked with management to prioritize business and information needs.

Navy Army Air Force Institute (NAAFI)

March 2010 – August 2016

Customer Service Supervisor

(September 2015 – August 2016)

- Management of the day to day function of the retail and catering facility
- Leading a team of 8 – 10 Customer Service Assistants
- Management all employee holiday and attendance records
- Budget management, sales and stock control to achieve maximum sales.

HR Administrator

(November 2010 – September 2015)

Day to day functions

- First point of contact for all HR matters for a catchment of 300 – 400 employees.
- Maintaining at all times strict confidentiality over the holding and dissemination of personal and HR information both within the company and externally
- Secured personnel files ensuring all are managed and maintained with relevant up-to-date information.
- Production and issue of contracts/termination/extension letters, probationary reviews and regret /acceptance notifications
- Note taker at disciplinary and grievance hearings
- Production and distribution of certificates and recognition awards

- Managed facilities and organised presentations/venues/refreshments and the production of event timetable. (Diary management)

Management Information (MI)

- Analysed and produced statistical data paying meticulous attention to detail ensuring correct capture of data
- Extensively used Excel using VLOOKUP, COUNTIF, conditional formatting, pivot tables and other appropriate manipulative functions to generate a variety of human metric and information reports for the monthly HRM KPI pack
- Production and analysis of sickness and absence statistics, headcounts, leavers and starters statistics
- Analysis and evaluation of staffing costs to measure operation and area cost comparison (P&L) to determine and address recruitment needs.

Payroll

- Working with the relevant pay bureaus including HMRC ensuring correct payroll processes are in place
- Monthly and weekly payroll collation, Input and production of divisional payroll for HRM authorisation.
- Timely processed P85, P46 and input and adjustment of tax codes on the direction of HMRC
- Calculation of maternity leave entitlement and SMP payment schedules on receipt of MATB 1 and writing and issuing appropriate guidance to expectant employees.

Recruitment and Training

- Active in a variety of recruitment activities from start to finish including constructing the Job Bulletin and the publication onto the internet and company Intranet.
- Onboarding and presentation of corporate induction to new starters (i.e. policies and procedure sickness reporting, training available and career path)
- Conducted employee and management training on HR related topics and IT operating systems including the BOND recruitment database.

Security and Safeguarding

- Initiated and processed appropriate military security clearance documentation, Disclosure Scotland Police checks and DBS CRB (Safeguarding Children and Vulnerable Adults) checks.
- Issued and controlled temporary access permits to military establishment
- Recorded and maintained an accurate up to date DBS and SC security clearance levels database.

Customer Service Assistant

(March 2010 – November 2010)

Previous Experience Summary

Her Majesty's Armed Forces (British Army) - Royal Army Dental Corps

Dental Practice Manager
Discipline Sergeant (HR Advisor)
Personnel Clerk
Dental Nurse

Languages

German (Advanced)

Professional Bodies

CIPD – Membership 45963942

PC Skills and Training

RSA Integrated Business Technology Level 3 (A Level)
RSA Integrated Business Technology Level 2
OCR CLAIT Plus

Stephen M Kirya

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OCR CLAIT Diploma Level 1
IT2 Web Publishing Using Microsoft Office FrontPage 2002
IT3 Web Publishing Using Microsoft Office FrontPage 2002

Education, Qualifications and Training

CIPD Level 5 Diploma in Human Resource Management
CIPD Level 5 Certificate in Human Resource Management
International Law Certificate (Universite Catholique de Louvain)
Safer Recruiting & Child Protection (Certificate)
TEFL Certificate - Teaching English to Speakers of Other Languages (Trinity College Oxford)
Dental Care Professional (General Dental Council)
Equinity ICS Payroll system (Training)
Full clean driving licences B, BE, C1, C1E, D1E, f, k, l, n, p