





Leighton Grewcock

CONTACT

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ACHIEVEMENTS

- Maintaining all files relating to ISO:9001, and achieving successful completion.
- Completion of Level 3 & 5 CIPD Diplomas.
- Implementing benefits including Cycle2Work, Private Medical, Cash Plan, Gym memberships, and employee discounts.

WORK HISTORY

HR Generalist – Full time 06/2023 – Present

YouFibre Limited – Tewkesbury

- Advising and coaching the management teams across all departments, relating to processes/policies (including probation, absence management, capability, grievances, disciplinary and pay/reward)
- End-to-end responsibility for family leave processes such as maternity, paternity, adoption, and shared parental leave utilising Group policies and procedures
- Developing, implementing, and administration of new benefits across the Group (Cycle to Work, Gym Discounts, Cash Plan and Private Medical)
- Supporting the wider team with engagement initiatives and other business change projects (Currently implementing new HRIS – HiBob)
- Managing one direct report (HR Administrator), ensuring seamless onboarding and offboarding.

HR Administrator – Full time 10/2022 – 05/2023

YouFibre Limited – Tewkesbury

- Conducting pre-employment checks
- Generating offers, letters, and contracts
- Onboarding new hires and offboarding leavers
- Ownership and maintenance of People Data, ensuring accuracy across the HRIS
- Administration of the benefits package
- Data reporting across all departments in the business and working closely with Payroll
- Providing HR support/advice to managers across the business, including disciplinary, investigations, and absence management
- Reviewing policies and implementing HR initiatives

HR Assistant – Full Time 08/2021 – 09/2022

Bionical Solutions Ltd – Derby

- Maintaining the HRIS, ensuring the employee data within it is accurate and up to date
- Monitor the HR inbox and ensure employee queries are responded to in a timely and professional way
- Source candidates and carry out the interview stages process
- Administration of payroll, pensions, and benefits
- Produce accurate reports from the HR Information System
- Identify patterns, and trends arising in HR Information System data
- Draft job offers, letters, contracts, and variations
- Up-skill employees in the use of the HR Information System (Cezanne)
- Support the smooth and effective on-boarding and off-boarding
- Support with HR projects and initiatives

HR Advisor – Contract 05/2021 – 08/2021

The Walt Disney Company – Lutterworth

- Give employee relations advice to ensure TDS operates within HR Policies, procedures, legislation, and best practice
- Act as the first point of contact to resolve queries, responding in a timely and accurate manner

- Conduct all administration duties (letters, consultation paperwork)
- Updating relevant reports in a timely, accurate way, escalating potential issues as appropriate
- Provide data and support to the HR Managers, keeping relevant reports up to date
- Involvement in ad-hoc tasks and projects as applicable.

Administrator – Full Time

01/2017 – 03/2021

Rib-X International Ltd – Hinckley

- Complete ISO9001:2018 accreditation
- Build close relationships with clients, employees, and suppliers
- Represent the organisation with tender document handover across Europe
- Creating sales documents, bills of sales, declarations of conformity, purchase orders, sales orders, and quotes
- Creating purchase agreements and maintenance manuals for clients
- Ensuring policies are kept up to date
- Stock control for office, engineering, and lamination
- Manage and update parts of marketing: Brochures, website, yacht show applications, and specifications
- Designing small parts on SOLIDWORKS Solutions

EDUCATION

Level 5 Diploma: HR Management, 10/2022

Avado – Remote

Level 3 Diploma: HR Practice, 10/2021

Northampton College – Northampton

NVQ Level 2: Business Administration, 09/2017

North Warwickshire and Hinckley College – Nuneaton, WAR

NVQ Level 2: Electrical Installation, 09/2016

North Warwickshire and Hinckley College – Nuneaton, WAR

John Cleveland College: 5 x A-C GCSE, 09/2015