

# OLUWATOYIN A. WILLIAMS-EDEM

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## HR ADVISORY | HR OPERATIONS | HR PROCESS | HR POLICY MANAGEMENT

Highly skilled, broad thinking and innovative Snr human resources leader with **14+ years** of deep expertise across all facets of human resources business activities, executive coaching and people development across seven industries.

Persuasive and diplomatic communicator consistently focused on developing and maintaining strong connections with key internal and external stakeholders that would advance synergy and collaboration in the workplace. A creative and innovative HR Partner with deep understanding of business issues and able to provide broad based support to Line Managers and team members.

Proficient in HR advisory, Tailored HR Support, Line Manage HR Team of 7, HR process management over total employee lifecycle and HR administrative support, complex employee relations problem solve. Stakeholder Management, Talent Management strategies, Employee Engagement and Relations amongst other core HR hard skills.

## PROFESSIONAL EXPERIENCE

**THE GROWTH COMPANY – Our Pass** United Kingdom (Non-Profit Sector) May 2023 - Date  
**Engagement Coordinator (Temporary Contract)**

**INTERNATIONAL YOUTH FEDERATION** United Kingdom (Non-Profit Sector) April 2023 - Date  
**Leadership Development Specialist (volunteer role)**

As Leadership Development Specialist at International Youth Federation, the core of my role drives strategic leadership development plans and initiatives across the organization. I provide strategic direction and expertise on best practices in learning and development initiatives.

**ENGIE AFRICA**, Lagos Nigeria (Renewable Energy Sector) December 2021 – March 2023  
**Country Head Of Human Resources Nigeria (Full Time)**

As Country Head Of Human Resources Nigeria at Engie Africa, the core of my role drives key Human Resources (HR) best practices and initiatives and provide strategic direction and expertise for the full scope of the HR function, across all offices HQ and field centres. I function as thought partner and provide HR advisory services with regards to leadership, coaching, employee relations, talent acquisition, engagement, culture, compensation, organizational design and change, performance management, learning and development. I provide Strategic HR Direction for the Nigeria Management Team and people strength of close to 858 (FTE and Contract).

**Projects Delivered** - Developed and implemented 3 key capability development programs.

- MySol Academy implemented in 3 African Markets (Nigeria, Kenya and Zambia) for customer facing teams, ran 2 streams.
- Front-Line Manager Program – ran 2 cohorts in 1 African market.
- Localized Snr Manager Program – in development stage for 1 African market.

- **Country Leadership Capability, Learning and Development Oversight** - I am responsible for overall strategy and oversight of team functional readiness and skills development across the organization. This requires collaborating with the country Leadership team to understand the long-term vision and proactively collaborate with Business Unit leaders to plan and design learning and development programs that will support the realization of the vision.
- **Executive Coaching and Counseling-**
  - a. Coach and counsel, the Senior Management Team in Self-development and team management to achieve improved performance and engagement.
  - b. Counsel, coach and guide managers and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with local labor regulations and practices.
  - c. Coach and mentor fellow colleagues/managers and develop leadership bench strength capable of addressing the challenges of a highly dynamic organization.
- **HR Strategic Planning-** I am responsible for developing and implementing a strategic human resources plan that aligns with the organization's overall mission and strategy, resulting in innovative, best practices and policies that fully supports the organization's HR needs and helps to build a high-performing culture of success, accountability, transparency and collaboration.
- **Partner to Senior Management-** I act as a strategic partner to all members of the Senior Management Team and provide insightful, innovative thinking and problem solving on critical HR issues.

**SAHILL GROUP LIMITED, Lagos Nigeria (Maritime Sector) May 2021 – October 2021**  
***General Manager Corporate Support Services (contract role)***

As General Manager Corporate Support Services at Sahill Group Limited, the core of my role combines being a Corporate Leader and Administrative Executive, requiring a blend of diplomacy, business management, people management and strategy. I lead the Human Resources , Branding , IT, with dotted supervision of accounts and operations.

**Projects Delivered –**

- Designed and Implemented Human Resources Policies and Procedures Framework.
- Facilitated and Set up Core Corporate Culture Pillars and actively drove implementation across the Company.
- Designed and Implemented Company wide Onboarding and Induction Plan.
- Designed and Facilitated Mid-Probation Check-in session across the Company.
- Mediated and Handled for Performance Tracking Conversations across the Company.
- Line Responsible for providing oversight for Administration, Facility Management, Branding, and IT Teams.

**SAHARA GROUP LIMITED, Lagos, Nigeria (Oil and Gas Sector) June 2019 – May 2021**  
***Leadership Culture and Capability Development Manager***

As Leadership Culture and Capability Development Manager for Sahara Group Limited, I was responsible for delivering transformation in the leadership culture and drive the development of people management capabilities across the organization. I achieved this by working closely with Management to design and deliver learning and development programs that accelerated the readiness and growth of next level leadership across the organization.

#### **Projects Delivered**

- Designed and implemented a robust on-boarding program for newly hired managers.
- Designed and implemented a high impact Line Manager Mentoring Program.
- Designed and implemented Line Manager Capability Development Program.
- Designed and manage the Leadership Forum (High potential) program. Planning and executing a year-round approach to keep these employees engaged, interactive and develop their skills.
- Created resource library on coaching and mentoring to support learning in the line manager population.
- Consulted with the business to determine learning and development priorities, balancing business requirements with the need for employees to achieve in their roles.
- Advocated a high-performance culture across the Group and promote effective IDP creation and monitoring.
- Consulted with the subject matter experts in the business in order to define competencies and experience required for specific jobs.

**THE PEOPLE IMPACT COMPANY, Lagos, Nigeria (HR Management Consulting)**  
Oct 2016 – Present

#### ***Snr. Consultant People and Organizational Development***

As Senior Consultant People and Organizational Development at The People Impact Company, I consult and provide expertise on HR strategy formulation, policy, learning and development programs, people optimization and HR projects for clients in small and medium businesses that spanned retail, corporate events, QSR, lifestyle solutions, healthcare, and hospitality. In this role, I took on stakeholder engagement and manage CEOs and executive stakeholders across multiple organizations.

- Work closely with CEOs to define suitable HR Strategy for Client Businesses.
- Started up HR Unit, and provide HR Support to client businesses covering all areas of HR Generalist function.
- Designed strategic HR Solutions for business issues regarding reducing turnover and retaining talent.
- Design and Facilitate learning and development initiatives on HR Management, Customer Service, Self and Team Management.
- Conduct HR Audit for HR Operations and Support Services to review level of adherence to best practices and compliance with regulatory requirement for client businesses.
- Delivered on projects such as right sizing and organisational re-design, succession planning, learning needs assessment and framework.

- Provided extensive executive coaching and HR advisory to business owners on personal development, growth and people management.

**OLANIWUN AJAYI LP**, Lagos, Nigeria (Legal Professional Sector) Oct 2014 – Sept 2016  
**Head Human Resources**

As Head Human Resources for Olaniwun Ajayi, one of the foremost law firms in Africa, I lead the non-technical support team of 10 individuals and provided support to the partners on strategic HR initiatives such as people proposition, repositioned internship program, employee engagement and retention programs, revamped performance management and objective setting and I led several Heads Of Unit 1:1 team developmental sessions and more were delivered during my time in role.

**ADAPT HR SERVICES** Lagos, Nigeria (HR Management Consulting Sector)  
 Feb 2013 – Sept 2014

**Snr. Human Resources Consultant with Adapt HR Services**

**SPECIAL BRANDS LIMITED** Lagos, Nigeria (Quick Service Restaurant Sector)  
 Dec 2011 – Jan 2013

**Human Resources Specialist**

**PEOPLE PRIME LTD** Lagos Nigeria (HR Management Consulting Sector)  
 Dec 2008 – Dec 2018

**Recruitment and Executive Placement Consultant**

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**ENTREPRENEURIAL & VOLUNTEER EXPERIENCE**

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<b>Data Science Nigeria AI Startup Lab</b>	Facilitator and Mentor	2021
<b>FCMB SheVentures Program</b>	Facilitator and Super Mentor	2020 – Ongoing
<b>Nigerian-German Chamber of Commerce</b>	Moderator	2020
<b>FATE FOUNDATION Aspiring Entrepreneur Digital Program (AEP)</b>		2018
<b>Small and Medium Enterprise Development Agency of Nigeria (SMEDAN)</b>		
	Volunteer Facilitator	2018
<b>Knowledge Exchange Program</b>	Volunteer Mentor	2018
<b>West African Vocational Academy</b>	Volunteer Facilitator.	2016
<b>Google Launch Pad</b>	Volunteer Mentor to Tech Start-ups	2017
<b>Poize Insider Network</b>	Volunteer Facilitator for over 100 Female Entrepreneurs	2017

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**EDUCATION & CREDENTIALS**

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**John Maxwell Online University**, Leadership, Coaching, Mentoring and Speaking.

**PHRI**, Human Resources Certification Institute, United States of America, 2014, 2018

**B.Sc. Industrial Relations and Personnel Management**, University of Lagos 2006

**S.S.C.E**, Air force Secondary School, Ikeja, Lagos, Nigeria, 1999