17 Glenmore

Clayton le Woods

Chorley

PR6 7TA

28 November 2017

Dear Sir/Madam

RE: Regional HR & OD Advisor North West

Please find enclosed my CV for your consideration in relation to the role of Regional HR & OD Advisor.

I am confident that I meet the criteria required for this role and have experience of the key responsibilities.

In my current role as HR Manager I am to be self-motivated and forward thinking to identify issues and create solutions to staffing challenges. This includes learning and development, identifying skill gaps and supporting others through to conducting investigations for disciplinary and other issues.

In all my work I understand the importance of ensuring information is accurate, current and relevant to the requests I receive. I currently support the Board of Directors with monthly reports relating to absence and staff turnover alongside one off requests, such as reporting on appraisals to identify were training may be required.

I have a strong understanding of employment law, I always keep updated on key changes which may affect the organisation, sending information updates to Directors/Managers. I attend CIPD events which ensure that I can provide information around best practice approaches.

I have introduced a robust recruitment process across all different areas of the organisation, given that some roles are quite specialised I look at different avenues to ensure we get the right candidate for each role. I support all the managers in the interview process and support them with different ideas on how to help candidates demonstrate the right skills for the role in question.

I am responsible for all new starter documentation, including the introduction of new starter biographies which are sent out to everyone in the business before the new person starts, so people know who they are and give them greater support in their first weeks. This has been really well received.

I have created a process for all new starter paperwork to ensure that everything is delivered in a timely manner.

I currently use a HR system to log time and attendance and keep this up to date at all times to produce reports as and when required.

I have built great working relationships at all levels of the business and feel that I can work well as part of a wider team, encouraging others to identify and utilise their skills.

As a person I find that I can step back and look at the bigger picture, applying common sense to situations. I think on my feet and have great experience in dealing with both internal and external customers to any business I have worked in. I have a professional approach, a great understanding of the data protection principles and also confidentiality. Whilst working at the Forensic Science Service I was bound by the official secrets act and as such understand the need for discretion.

I communicate well at all levels both verbally and written and have good working knowledge of the Microsoft Office system. In all my roles if I’ve been asked to do something and don’t know how I’ll learn how to and deliver when required.

Thank you for your time in reading my application and I would appreciate the opportunity to discuss this with you further.

Yours sincerely

Alison Rothwell