

ALISON BARNES

HR MANAGER

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Profile

- HR Manager with 12+ years' experience in Human Resources working within a range of industries, including Education, Engineering and Retail.
- Responsible for creating robust processes for managing sickness and absence, performance management, disciplinaries and grievances.
- Strong leader, with the ability to manage and motivate team members to ensure HR processes are delivered according to policies.
- Confident and resilient, with a 'can do' attitude and the ability to work well under pressure.
- Strong negotiation skills with the ability to influence others, both within the organisation and external bodies.
- Ambitious and highly driven individual, seeking a new challenge.

Key knowledge, skills & expertise

- **Communication** – A strong communicator in any setting, able to motivate a team and build positive relationships.
- **Employment Law** – Extensive knowledge of employment law, consistently keeping updated with any changes.
- **HR Methodologies** – Expertise in HR methodologies and adapting these to suit the organisation.
- **Adaptable** – Able to work within different industries and adapt style to suit.
- **Organised** – Highly organised and able to manage own workload as well as managing a team simultaneously.
- **Attention to Detail** – Ensuring accuracy in all details and maintaining an exceptional standard of quality.

Professional experience

HR Manager

Bell University

Sep 2019 – Present

- Providing advise to staff on a range of day-to-day employee relations issues, including disciplinaries, absence, and sickness.
- Supporting managers in meetings, including grievances and disciplinaries, providing advice and taking minutes when required.
- Writing and updating policies and procedures according to the changes in employment law.
- Providing advice and guidance on salary structures and other important issues.
- Creating reports as required and sharing relevant information with the HR team.
- Managing a team of 5 HR staff, and occasionally temporary staff, including performance management and training.

HR Manager**Feb 2010 – Sep 2019**

Bolton Engineering Ltd

- Acting as the first point of contact for any employee queries and taking appropriate action to deal with these.
- Supporting managers with employee issues and supporting interviews and employee meetings, as required.
- Managing a small team of 3 HR staff, including performance management and any necessary training.
- Dealing with recruitment, including advertising vacancies.
- Providing cover for the other HR staff, as and when required.

HR Consultant**Jan 2005 – Feb 2010**

Swift College

- Providing telephone HR support to employees on all HR matters, including holidays and sickness.
- Implementing effective procedures and revising any current procedures to make them more effective, including onboarding, recognition and reward, and succession planning.
- Attending disciplinary, grievance and appeal meetings, as and when required.
- Providing cover to the HR Manager when necessary.
- Managing relations throughout the business, and with external suppliers.
- Acting in accordance with the values of the College at all times.

HR Administrator**Apr 2002 – Jan 2005**

Swift College

- Providing support to the HR team with any admin tasks.
- Attending meetings as required and taking minutes.
- Updating databases and systems, ensuring all information is accurate and up to date.
- Managing the HR inbox and responding to any queries in a timely manner.
- Answering calls and distributing to the relevant HR team member.
- Preparing reports as required on behalf of the HR Manager.

HR Administrator**Dec 2000 – Mar 2002**

Wink Clothing

- Responding to employee enquiries via the mailbox and telephone.
- Providing a general HR admin service to the HR dept, including updating the system and sending out relevant correspondence.
- Taking minutes at meetings as required.
- Preparing reports and scheduling meetings.

Trainee Recruitment Consultant (part time)

Aug 1998 – Sep 2000

Wink clothing

- Business development, bringing new clients on board, and building relationships with current clients.
- Identifying business opportunities and attending relevant industry events.
- Using own network to find relevant talent.
- Sourcing highly skilled candidates via advertising and headhunting.
- Responding to the needs of clients and ensuring an exceptional service.
- Working to and achieving sales goals, on a daily, weekly and monthly basis.
- Attending meetings with clients and potential clients, ensuring professionalism at all times and going above and beyond to manage expectations of clients.

Professional qualifications and education

BA Human Resource Management (CIPD Accreditation) – Day Release

2002-2006

Park Lane University

- Including Managing People, Workplace Behaviour, Employee Development and Equality and Diversity.

BT College

1998 -2000

HND Human Resource Management

- Including Interview: Skills and Practice, Recruitment, Selection and Induction, Business Culture and Strategy, Collective Employee Relations.

References are available on request.

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