

**HR CATEGORY MANAGER
£550 PER DAY**

Current Overview

Presently in an interim Sourcing Manager role covering maternity looking after HR Benefits and Temporary Labour for the EMEA region. Seeking my next interim Sourcing / Procurement assignment ideally in (and best suited to) indirect services. My core commodities of expertise are mainly HR related. However, I have significant experience of other areas such as Capital Equipment, Display Equipment Manufacturing and Shop Fitting Services. Notable organisations worked in include an Oil Company, DIY Retail, Investment Bank and a High St Bank.

Profile

My career progressed originally in a fast moving retail environment conducting a variety of cost saving and procurement projects in a number of areas. This allowed me to develop my contract drafting, negotiation, analysis and strategic planning skills to a high level as well as developing my internal selling and general relationship management skills. My move to the Finance sector allowed me to expand into management and develop areas such as performance management, operational management and project management as well as furthering already existing negotiation, analysis and presentation skills. After a 15 month travelling break I moved into a role in the Energy Industry, which allowed me to expand my HR Category expertise. Subsequent roles within the finance sector have further built on this knowledge base including greater exposure to workforce and benefits related areas of expenditure. Dealing often with senior members of client departments and supplier organisations in a variety of areas, I have developed a flexible and effective communication approach and a consultative teamwork based approach to strategic planning, project management and project delivery. I am proficient with Word, Excel, PowerPoint and Ariba.

Career History

June 2007 to present

**Sourcing Manager – Benefits and Temporary Staff
(Contract role – Maternity cover)**

Responsibilities

- Responsible for all commercial activity in relation to HR Benefits including emergency childcare, international medical insurance, domestic medical insurance, insurance brokerage services and mortgage brokerage Services throughout the EMEA region. Also responsible for Temporary Labour from a Procurement perspective.

Achievements

- Worked closely with specialist consultants and the benefits team to manage an RFP process for the provision of International Medical Insurance. Lead further negotiations and finally produced savings of circa £600k on a spend of circa £2.4 million (25%). Additional benefits of fixed administration charges with controlled increases over 3 years and greater transparency of annual claims fund pricing process to ensure stability of pricing over the period.
- Renegotiation and restructuring of the managed service contract for Temporary Staff delivering savings of circa £200k and delivery of a range of service benefits including, broader reporting functionality, a structured and greatly expanded serviced level agreement, and additional onsite resource and offsite support services.
- Renegotiation of UK insurance brokerage services for life, long term disability and travel insurance resulting in brokerage savings of circa £130k

- Identified, and negotiated a 10% fee rebate on all commissions earned by the groups chosen mortgage broker. This rebate is to be donated to the groups chosen charitable fund securing circa £50,000 per annum of donations over the course of the business relationship.

Dec 2006 – June 2007 (Contract Role)

Responsibilities

- Working as one of a team of 3 responsible for supporting the head of the Workforce Category of expenditure within the HR and Professional Services area. Responsibilities have included working on a number of bespoke process and strategy projects and providing support for larger initiatives as part of a team based approach to delivery.

Achievements

- Completion of an ad hoc review of complaints handling temporary recruitment services resulting in circa £1.5 million over 9 months.
- Creation of the 2007 saving strategy for the Workforce area. Document included detailed spend analysis, identification of additional saving opportunity areas and production of amended annual targets for achievement by the team.
- Conducted and documented a critical examination of the proposed Managed Service Implementation contract worth circa £80 million. Included identification of risks and mitigations and proposals on possibilities to accelerate implementation and maximise financial benefits.
- Completed an expenditure data review for the HR & PS area examining the sources of data, the data cleansing process, categorisation of spend and recommendations for further actions to produce more reliable spend data in a standard format on a quarterly basis.

Sep. 2005 – Dec. 2006

Category Specialist – HR & Marketing (Contract Role)

Responsibilities

- Management of the Procurement activities relating to HR and Marketing Services requirements for the European region. Primary focus of HR with projects covering international relocation services, pension's advisory services, payroll outsource contract negotiation and expatriate taxation services. Some minor involvement in company medical insurance and company cars as well as additional projects in the marketing services area covering event management and promotional activity.

Achievements

- Headed sourcing team to conclude a full market review for the international employee relocation services requirement. Project included design and management of RFP process using online e-procurement tool Ariba, shortlisting and supplier visits including “desk side investigations” post tender negotiations, final selection, contract drafting and negotiation including comprehensive KPI structure and ongoing support with supplier management. Savings of circa £250k per annum achieved (circa 30%). The main benefit of the project has been seen in the service level uplift and supplier relationship management.
- Negotiated the payroll outsource contract in conjunction with senior HR business partners and specialist outsourcing consultants. This negotiation was the tail end of a full review process conducted by my predecessor. The project as a whole achieved circa £1.2 million savings per annum.
- Facilitated the implementation of the Ariba e-Sourcing model by leading the design and testing of standard RFP templates and design of support documentation including quick guide to e-sourcing and standard communications to assist the RFP process.

- A number of reviews in the HR and Marketing support areas including a one time international event management requirement (savings circa £40k), contract for design and implementation of sales “toolboxes” for mobile sales staff (savings circa £180k), ad hoc change management training requirement (savings circa £30k), a number of ad hoc recruitment negotiations (savings totalling circa £70k), one time negotiation on tax consultancy fees (savings circa £100k) pensions administration audit review, review of provider for an asset liability study for the UK pension plan and audit of process to appoint medical insurance provider.

May 2004 – August 2005 Fulfilled a long-time ambition to travel the world

April 2002 – May 2004

HR Procurement Manager (Permanent Role)

The role had two distinct areas of responsibility. Firstly, I was the operational manager for the Temporary and IT Contract Recruitment function that was situated within the Procurement department. Secondly, I was the Procurement Manager for all HR related procurement projects and initiatives.

Responsibilities

- Operational management of the temporary and contract recruitment team of two people. The team handled the recruitment and ongoing support for circa 500 temporary and IT contract staff and management of the team required a full understanding of the recruitment process. Duties included general management support, analysis and review of existing processes and practices, department strategy creation, budget monitoring and control, project management of any major department projects, regular reporting on department statistics and performance at a variety of levels and staff performance management including appraisals.
- Complete procurement responsibility for the temporary recruitment budgets (circa £45 million per annum) including negotiation and drafting of ongoing contractual terms and conditions, analysis of spends and trends, all strategic planning and project design, responsibility for all tenders, maintenance of strategic procurement relationship with preferred suppliers and full maximisation of cost saving potential from this area.
- Management of the procurement activities relating to other relevant HR spends including permanent recruitment and expatriate housing arrangements. Total budgets worked upon equate to circa £70 million

Achievements

- Creation, internal selling and implementation of a pay rate cut on IT Contractors of 8% across the board saving circa £2.4 million per annum with 95% retention achieved and 100% of critical contractors retained.
- Project managed an expatriate housing tax efficiency scheme including review and selection of advisors (both legal and tax) through normal tender process management approach, internal coordination of all internal parties including HR, accounting, tax, legal and the housing location team. Produced a fully comprehensive transaction approval document and presentation of such to the UK board for sign off and implementation and closing of project. Savings of £1.7 million were achieved per annum.
- Creation, internal selling and implementation of a contractor migration program to relocate contractors sourced through non preferred suppliers for over 12 months with preferred suppliers for significant margin reduction and streamlining of contractor management and payment approach. Savings of circa £500k per annum were achieved.
- Appointed project manager for the Procurement and Administration department strategy review. Headed a team of 8 on a 1 month intensive project to produce a comprehensive strategy

document and presentation to cover the UK Procurement and Administration department strategy for the next 3 – 5 years.

- Project managed from a user perspective the design and successful implementation of new Peoplesoft HR software to manage the Temporary and Contract recruitment process.

March 1997 - April 2002:

Various Procurement Roles (Permanent Role)

I joined as a Graduate Trainee Purchasing Buyer shortly after leaving university. Having completed the training program in 12 months rather than the expected 18 I received promotion to Assistant Buyer responsible for Storage and General Store Equipment. I spent another 18 months in this role before receiving promotion to Purchasing Buyer for shop fixtures and fittings and store equipment.

Highlights

- Procurement responsibility for a budget of circa £30 Million covering areas of in-store capital equipment including store shelving and displays, forklift trucks, warehouse equipment and other general capital equipment. This required analysis of spends and budgets including TCO analysis, identification of cost savings, design and implementation of tender processes, contract drafting and negotiation with key equipment and service providers on a structured basis and regular, fast turnaround, spot buying requirements for a variety of bespoke merchandising equipment requirements.
- Worked closely with the internal clients to produce and implement a comprehensive “Equipment Design and Procurement Process” thereby significantly increasing compliance with guidelines allowing for improved Procurement involvement. This in turn produced savings over the whole period of the role of circa £2 million.
- 2 separate reviews of in-store shelving supply including visits to international manufacturers and negotiations back through the supply chain in partnership with front line distributors and service providers. Undertook analysis of over 8 major providers and over 300 individual shelving equipment lines. Total savings achieved in this area were circa £1 million per annum.

Education

1988 – 1991:

8 x G.C.S.E's grade C+ including Maths (B), English (B)

1991 – 1993

A Levels – Biology (B), Psychology (B)

1993 – 1996

BSc. (Hons) Psychology: Upper Second (2:1)

Head of Psychology Society second year.

Represented bridge team whilst attending the university.

2000 – 2001

Chartered Institute of Purchasing and Supply foundation course.

Speaking Engagements

30th Nov. 06

Panel member for The Association of Relocation Professionals 20th Annual Conference. Discussion Topic was “The Squeeze on Fees - The Effects on Relocation Suppliers.”