

CAROLINE REVITT

PROFILE

A human resources professional with wide-ranging experience both in people management and as an occupational psychologist. Working at board level on strategic HR issues, takes a problem solving approach and offers creative, custom-designed interventions that add value to the business. An agent for change at all stages of organisational development, an expert in recruitment, staff/management development and training

CAREER HISTORY

Sept 2001- Nov 2008 **G's Marketing Ltd.** Barway, Ely, Cambs. CB7 5TZ. Private, family owned farming and fresh produce business in UK and Spain with a turnover of £180m. Collectively known as the Shropshire Group, the farms, packhouses and food processing factories employ c.700 permanent plus up to 800 seasonal temporary staff in the UK.

GROUP HUMAN RESOURCES MANAGER. Full-time. Responsible to the MD and CEO and for strategic HR in the UK.

- *Manage a team of 7 H.R. professionals and 1 administrator to develop, implement and ensure consistent application of a business-related human resource and training service across the Group.*
- *In this FMCG environment have been relatively successful in convincing managers of the importance of an HR partnership, in particular, in staff development and in applying good H.R. practices to avoid litigation.*
- *Currently introducing a Group-wide job evaluation programme.*

Mar 2001- Aug 2001 **Nexan Group plc** The Quorum, Barnwell Road, Cambridge CB5 8RE. Start-up company developing, manufacturing and marketing telecoms medical monitoring device. 45 employees in Cambridge and US.

HUMAN RESOURCES MANAGER. Full-time. Responsible for a full range of H.R. activities.

- *Developed and implemented H.R. policies in the UK and US.*
- *Facilitated international cultural integration and development of effective management team.*
- *Advised Board on best H.R. practice.*
- *Responsible for staff development and compensation and benefits across the Group.*
- *Completed several recruitment assignments with speed and success.*

Before March 2001 I held a number of part-time and freelance posts. My main activities during the period 1995 – 2001 are as follows:

June 1995 – Mar 2001 **Powertron Ltd.** Ainsworth Place, Cambridge CB1 2PQ

Designs and manufactures specialised power supplies. 50 staff

HUMAN RESOURCES MANAGER. Part-time. Responsible for implementing a personnel and training programme to meet company business objectives and to qualify for the INVESTORS IN PEOPLE standard.

- *Introduced and maintained a full range of human resource activities to suit a small flexible manufacturing and development operation, these included:*
 - *a company-wide job analysis exercise, appraisal process and job progression.*
 - *a programme for improving communications throughout the company.*
 - *training and development programme (NVQ's for management and assembly staff).*
- *Facilitator for company strategic planning activities and development of human resource policy and practice.*

Jan 2000- Mar 2001 **Bean Thinking** Unit 2 Clay Street, Soham, Ely CB7 5HL. A small company manufacturing wholesale vegetarian frozen food.

BUSINESS DEVELOPMENT MANAGER. Part-time. Working with the managing director on an ambitious company growth programme. This included organisational and business development, change management and executive counselling.

1998 - 2001 **Lifespan Healthcare** NHS Trust – Training and Development Agency, Ida Darwin, Fulbourn, Cambridge CB1 5EE

ASSOCIATE CONSULTANT. Freelance. Management and organisational development assignments have included selection assessment for several senior management roles

Mar 1998-
Oct. 1999

Management Dynamics Cambridge St.John's Innovation Centre, Cowley Road Cambridge, CB4 4WS. A consultancy in business psychology.

CONSULTANT. Part-time. responsible for providing clients with solutions and interventions based on best principles of human resource management and applied occupational psychology. Assignments for clients have included:

- *Assessment and selection. Assessment centre design and training of assessors. Candidate appraisal using psychometric tools and advice to selection panel (at senior level both in public and private sector). Management of recruitment assignments from job design to new starter induction.*
- *Organisational development. A company-wide exercise (long-term assignment) to improve client's organisational and individual effectiveness and develop H.R. policy and practice.*
- *Personal development. Career counselling, outplacement and executive counselling.*
- *Workshops and training. Workshops in management skills development (e.g. teambuilding, supervisory skills, problem solving & decision making).*

Jan 1996 -
March
1999

Brite Voice Systems Cambridge Business Park, Milton Road, Cambridge CB4 4WT Manufactures and markets voice processing. U.S. company with 30 staff in Cambridge sales office, 160 in technical operations in Gatley, Manchester.

HUMAN RESOURCES ADVISOR . Part-time. Responsible for the day-to day running the H.R. function at Cambridge head office and with a UK company-wide responsibility for development, training, and INVESTORS IN PEOPLE initiative.

- *Developed and maintained best practice in a variety of generalist activities including: Recruitment, job evaluation, appraisal, induction and personal development.*
- *Devised and ran workshops on team building and for appraisers and appraisees.*
- *Installed a computerised personnel system.*

1983-1995

Philips Telecom-Private Mobile Radio, St. Andrews Road, Cambridge CB4 1DP.

Manufactured and distributed mobile radio and paging equipment. c.1400 staff.

SENIOR PERSONNEL OFFICER for Engineering, Development, Finance and Administration Departments ('90-'95) for Systems Division ('85-'90) for Salary Admin.and Sales Department ('83-'85). Advised local management teams on resourcing, legal issues, staff relations and company procedures – H.R. responsibility for c.350 staff.

- *Recruited high calibre management and technical staff using psychometrics and assessment centre techniques. Doubled the number of development engineers on time-critical projects despite a national skill shortage.*
- *Responsible for company graduate recruitment and development programme.*
- *Designed and presented a wide variety of skills development workshops including interviewing techniques, improving personal effectiveness, and team building. Co-trainer on several outdoor management training exercises.*
- *Offered a popular career management and career counselling service for staff.*
- *Introduced a new approach to reward management for engineering staff.*
- *Designed and organised the implementation of a company-wide appraisal and performance management programme linked to performance related pay.*
- *Managed company job evaluation schemes (including Hay MSL), developing them in line with equal opportunities legislation, and streamlined their administration.*

1977-1983

PERSONNEL OFFICER – Northern Telecom (4 years) and CASE Limited (2 years)

Wide ranging generalist personnel experience gained in fast growing, hi-tech environments. Specialised in technical and commercial recruitment.

Prior to 1977 various jobs in graphics design, teaching, selling and administration.

QUALIFICATIONS

MSc. Occupational Psychology, University of Hertfordshire, 1998

BSc.Hons. Psychology (2.1) Open University, 1995

Diploma in Personnel Management, Luton College, 1981

Cert.Ed. (Arts and Crafts) Bedford College, 1973

Qualified to administer and interpret psychometric and ability tests: Level A and Intermediate Level B (application pending). Trained in OPQ, 16PF5, Myers-Briggs Type Inventory and PAPI.

ADDITIONAL INFORMATION

- Can speak French
- Computer literate
- Kepner-Tregoe Trainer
- Member of the British Psychological Society
- Affiliate Member of the Division of Occupational Psychology (British Psychological Society)
- Member of the Chartered Institute of Personnel and Development
- Founding Member of the Association of Business Psychologists
- Past external moderator for the Institute of Personnel and Development's **Certificate in Personnel Practice**
- Past chairman of the Cambridge Group of the Institute of Personnel and Development (1991-94). Have also held posts of treasurer, secretary and committee member.
- Takes an active interest in environmental issues - campaigner for Friends of the Earth (past co-ordinator of Newmarket Friends of the Earth). Member of C.P.R.E. Regular theatre-goer - Fund-raiser (local team leader) for the rebuilding of the Arts Theatre in Cambridge. Parish Councillor (Chairman since 1999).