

Michelle Edlin

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Multiskilled and flexible HR and L&D professional with over 15 year's varied experience within the private, public and voluntary sector. Near completion of a Level 5 Diploma in HR Management. Available for part-time HR opportunities, temporary or permanent. Self-starter, motivated to learn and develop. Range of experience within recruitment, outplacement, use of psychometrics and learning and development. Ability to work within a high paced and pressurised environment, prioritising a high volume of work.

- Excellent interpersonal and team work skills
- Variety of recruitment experience
- Experience of developing and delivering induction programmes
- Experience of roll out of competency frameworks and appraisal systems
- One to one coaching and group facilitation
- Supporting team and senior managers to manage and develop their teams.
- Able to provide professional advice and information
- Planning and organisation skills
- Training and presentation skills
- Internal and external relationship management

July 2018 – December 2018 (6 Months) –HR Advisor - Plessey (Maternity Cover)

A Plymouth based, high-tech research and manufacturing organisation, leading the development of optoelectronics. An award winning market leader in the use of Gallium Nitride on Silicon technology.

- Leading recruitment for a variety of engineering, graduate and marketing roles from job definition and role descriptions, to recruitment, job offer, production of contracts and induction.
- Working with the UK Electronic Skills Foundation to introduce to Plessey and recruit to an undergraduate scholarship scheme.
- Working with Plymouth City College for the recruitment of an IT Apprentice.
- Compliance with the General Data Protection Regulations.

September 2017 – March 2018 – Devon and Cornwall Police - Resource Deployment Officer

- 999 calls, taking pertinent facts through questioning, gaining caller confidence and putting them at ease.
- Grading incoming call for Devon and Cornwall, prioritising and assigning police resources via radio
- Researching key information, identifying risks, summarising and passing this to attending officers via radio.

May 2013 – August 2017 Self-employed Ofsted (Graded Outstanding) registered childminder

- Graded as an outstanding provider for effectiveness of leadership and management, quality of teaching, learning and assessment, personal development, behaviour and welfare, and outcomes for the children.
- Writing policies and procedures to meet national strategies, legislation and Plymouth City Council requirements
- Development of a planning and evaluation cycle to support learning and development in line with the Early Years Foundation Stage Statutory Framework and the Early Years Goals.
- Partnership working with families, other childcare providers and the Plymouth Early Years
- Business management - marketing, website development, report writing, risk assessment and book keeping.
- Offering advice to parents and carers on child development and behaviour.

Maternity Leave/ Career break to start a family

Aug 2007 – Nov 2011 South West Regional Development Agency

A government-funded public body set up in 1999 to help improve the quality of life and economic prosperity in the English regions; driving economic development and regeneration; developing business competitiveness and improving the skills base. The Agency closed in early 2012, making all staff redundant.

Learning and Development Adviser

- Development and delivery of L&D opportunities for staff to support strategic level, team and individual needs
- Recruitment of admin staff and trainers (writing job descriptions and person specifications, sifting of applications, development and delivery of interviews and assessment centres and offers)
- Re-design and delivery of Agency wide staff induction programme including a 2 day training programme.
- Design and roll-out of Agency wide performance appraisal system including training sessions for staff, managers and senior management
- Development, delivery and management of outplacement service provision through a 12 month period of Agency restructuring and transition to closure
- Management, evaluation and feedback of a staff survey over a 3 year period.
- Development of an online learning resource centre
- Line management of learning & development admin staff.
- Partnership management with a range of external suppliers to ensure joined up working
- Training evaluation and statistical analysis for reporting.

- Budget management.
- Administration and feedback of psychometric assessments to include- MBTI, 16PF and Strong Interest Inventory.

Dec 2005 – Aug 2007: EDP Drug and Alcohol Services

A leading Drug and Alcohol service in the South West, providing prison and community interventions aiming to reduce the harm caused by substance misuse and social exclusion.

Learning and Development Manager

- Budget Management (approx £100,000)
- Integral role in the assessment and recruitment of various roles including senior managers, admin staff and project workers through the development and delivery of assessment centres.
- Line managing of a Peer Support Co-ordinator, overseeing development of a volunteer training programme
- Management, development and delivery of staff training for approximately 120 staff
- Development of a Level 3 Substance Misuse Worker Training Programme against national accreditation criteria.
- Outsourcing and contract management of specialist training
- Design and implementation of a competency framework (compliant with National Standards) including facilitated sessions with senior management and Agency wide training
- Fundamentally refocusing and developing the company induction programme to comply with legislation and industry best practice, resulting in significantly increased delegate satisfaction levels.

May 04 – Dec 05: EDP Drug and Alcohol Services (HMP Dartmoor)

Treatment Manager (Prisons Addressing Substance Related Offending)

- Management and delivery of nationally accredited offending behaviour group work training programme for drug related offenders significantly improving audit results from previous audit by approximately 20%.
- Management of a multidisciplinary team of 7 staff including prison officers, drug workers and an admin worker.
- Programme management to ensure all aspects of the programme complied with national audit requirements
- Treatment management, monitoring programme delivery to ensure a high level of treatment integrity
- Management of the interview and selection process for programme attendees.
- Management of programme report writing to inform progress decisions for prisoners (e.g. parole)
- Development and delivery of programme awareness training for prison staff to increase engagement
- Significantly improving the performance of the delivery team (as assessed within audit results and delivery monitoring scores) through supervision, performance management and training.

2001 – 2004: Various roles in the Prison Service relating to psychology services and group facilitation

Education

Level 5 Diploma CIPD	HR Management		One module to complete
Cache level 3	Understanding how to set up a home based childcare service	12	Pass
Level B Plus	Psychometric Testing (MBTI, 16PF)	08/09	Pass
C&G	7302 (Training)	06	Pass
MSc, University of Leicester	Applied Forensic Psychology	04-05	Merit
Level A	Psychometric Testing	03	Pass
BSc, University of Plymouth	Psychology	98-02	2:1
A-Levels	Spanish, Biology, Geography	96-98	A, A, A
GCSE's	including Maths A, Science AA and English AA.	94-96	10 A*-B

Work based Learning

Equality and Diversity Level 2	2017
Child Protection level 3	2017
Paediatric First Aid	2014
CIPD Learning and Development Business Partner	2010
CIPD Integrating learning with business need	2010
8 Day Essential Management Training Programme	2008
1 week P-ASRO Treatment Manager Training	2005
3 Day Motivational Interview Skills Training	2005
Various training/ facilitation skills residential courses	2005

Reference Available on Request