

Human Resources Department – Larissa Foster

Employee Resourcing

Recruitment has remained a key priority for the Human Resources Department over the past month.

Following advertising, and unsuccessful interviews, in February 2006 for the newly created position of Registrations Manager (Operations) a further serious of interviews were held throughout March. A candidate with a strong background in call centre management was selected. Richard Houghton will commence with HPC on 9th May 2006. The role reports to the Director of Operations.

Interviews for the Stakeholder Manager vacancy, Communications Department, were held in March 2006. This proved a difficult position to fill with a lack of experienced candidates attracted by the advertisement, however, after two days of interviewing, Tamsin Leigh was selected. Tamsin has a strong background in communications, public relations and the management of stakeholders and commenced on 10th April 2006.

As previously outlined to the Committee, the Director of Communications position was advertised in PR Week and the Guardian newspaper during March 2006. This position has now closed and the interview panel (Anna Van der Gaag, Norma Brook, Marc Seale, and Larissa Foster) have shortlisted 7 candidates to interview on 21st April 2006. The interview process will be comprehensive and will include personality and competency assessments by Brooklands Executive for the top two or three candidates selected.

Kelly Webster has been appointed to the Human Resources Officer vacancy. Kelly brings valuable experience to HPC from her previous employment in the Human Resources Department at the Corporation of London.

Following a successful interview, Michael Guthrie has been appointed permanently to the role of Policy Officer, Policy and Standards Department. This position was previously filled on a secondment basis only.

The vacancy for Communications Officer, Communications Department was advertised in the Guardian Newspaper and closes on 21st April 2006.

Following the resignation of Liz McKell, Partner Manager, Yasmin Hussain has been appointed to this role on a 12 month contract basis. Yasmin brings valuable human resources experience from her current role at the North East London Strategic Health Authority and her previous role at the London Department of Postgraduate Medical and Dental Education (The London Deanery). She commences on 23rd April 2006.

Amanda Hargood commenced in the role of Education Officer, Approvals and Monitoring Department, on 10th April 2006 following interviews in March. Amanda's background is in education quality assurance at the University of Greenwich and she also previously worked for CPSM many years ago. She is already proving extremely skilled and a valuable source of specialised education knowledge.

In April, ongoing interviews are being held for the Project Manager vacancy, and the advertising process will commence for the Office Services Manager vacancy. Interviews are also scheduled for a newly created position of IT Support Analyst. This position sits within the IT Department, and the role will assist the IT Team in accommodating the needs of a greater number of users as employees numbers continue to grow at HPC.

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Training Needs Analysis

Following the performance review process held throughout the organisation in February and March, training needs are currently being compiled and analysed by the Human Resources Department.

It is the first time a comprehensive training needs analysis has been conducted at HPC and it is the hope that this will not only enhance employee development opportunities in a more structured, auditable manner, but also produce cost savings by identifying common training needs and addressing these in groups rather than individually.

ISO 9001:2000 – Assessment by BSI Auditors

The Human Resources Department has been preparing for an assessment by BSI Auditors which is occurring on 24th April 2006. This has included ensuring that quality processes are detailed and current in the context of HR.

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