

Beccy Meilhan BA (Hons) Associate CIPD

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PROFILE

A motivated, dependable and responsible person with many years experience working in Human Resources.

HR Advisor – HC Associates – August 2015 – Present

Having recently joined HC Associates as a HR Advisor my role is to respond to HR helpline enquiries, research and update the HR handbook document and assist the HR Consultant with support for schools as directed.

Assistant to the Practice Manager –Dr Mixer & Partners Sept 2014 – August 2015

My role was to support the Practice Manager in a very busy GP practice whilst supervising a team of 15 reception staff over two sites. I was responsible for recruitment, processing payroll and pensions, sickness absence monitoring, disciplinary, staff training and development. I gave advice and guidance to the Practice Manager in relation to HR processes, procedures and CQC best practice.

I supported the integration of a new clinical system, which required all staff to be trained. I also dealt with complaints from patients and resolved in a timely manner.

HR & Recruitment Co-ordinator- Hull University Union Jan 2009 – September 2014

My position was split between two departments; firstly I worked with the HR Director, which involved drafting job adverts, person specifications, job descriptions and running the recruitment campaign. I was responsible for updating the staff handbook with any changes to employment law and pass on any ideas for best practice or areas of concern to the Director of HR. I organised bi-monthly communication meetings across all departments in which a staff newsletter was published.

I supported line managers with investigatory meetings and gave advice and support at hearings & appeals.

Secondly I ran the Jobshop, which advertised part time vacancies to students of the university internally and externally. In this role I formed partnerships with local companies to increase the number of job vacancies to students. I also supported students with their job applications, interview preparation, and give advice regarding tax and national insurance.

HR Consultant, Lincoln Students Union

Jan 2013- September 2014

I was also a HR consultant for Lincoln students union, in which I give advice and guidance over the telephone and e-mail. I regularly visited the campus to assist with recruitment, appraisals, disciplinary, capability and redundancy.

CRB & Personnel Officer – Haringey Council**Sept 2004 – Jan 2009**

I joined Haringey Council as a CRB Officer and assisted over 60 schools with CRB issues, visiting schools for CRB sessions, dealing with adverse disclosures with Head teachers and Governors. My role grew as I developed and trained a member of staff to take on the CRB side and I could focus on my role as Personnel Officer. I had a number of schools in which I managed sickness absence, prepared occupational health referral's, assisted at disciplinary meetings, investigatory meetings and worked closely with key staff within the school to create a good working relationship.

EDUCATION & TRAINING

Hull College May 2013-July 2013
CIPD Level 5 – Diploma in Human Resource Management

Hull College Sept 2011- June 2012
CIPD Level 5 – Certificate in Human Resource Management

University of York Sept 1997- June 2000
BA Hons Leisure & Tourism Management

Bishop Burton College Sept 1995- June 2000
GNVQ Advanced Leisure & Tourism

Hull Grammar School Sept 1990 – June 1995
9 GCSE grades B-C

PROFESSIONAL MEMBERSHIPS

Member of the Chartered Institute of Personnel Development since 2010

INTERESTS

I enjoy the outdoors and take part in hiking and cycling. I am very enthusiastic about travelling and love to explore new countries and regions. I have recently taken up running and have been bitten by the bug; I have recently completed the Yorkshire Marathon.