

Curriculum Vitae:

HELEN COOPER - FCIPD. CERT ED.

Contact details

Address: 26a New Walk
Beverley
East Riding of Yorkshire
HU17 7DJ

Tel 01482 866534
Fax 01482 868023
Mobile: 078087 39404
Email: Helen.Cooper@hcassociates.co.uk
Website: www.hcassociates.co.uk



Summary of employment record

HR Consultant	01/01/99 - present
Various HR roles in Local Authorities including HR Director, Education and member of SLT, NEL Council.	May 1984 - Dec 1998
Secondary science teacher – Humberside County Council	Jan 1983 - April 1984
Various temporary posts Australia plus family time	Sept 1979 - Dec 1982
Teacher of science Lancashire LEA	Sept 1977 - August 1979

Profile

I work as an HR consultant or Interim Manager advising on personnel and employment of staff in a variety of settings, including delivering some projects with private and public companies. With many years experience of working in HR in the public sector, most of my consultancy work since 1999 has been supporting Managers and Headteachers/Principals with complex HR projects and individual casework. I work on site or from home to deliver the best solution for the client.

Key consultancy assignments

I have worked as a consultant for the Local Government Employers, Navigate, Cambridge Education, Mouchel, and SOLACE; I also work directly with clients. Listed below are examples of my work (I also advise or complete complex casework which is confidential and is not listed here):

Interim work

Working on various projects including HR team restructure, specification and procurement of HR database, job evaluation, redundancy and redeployment, business plan and costing for school HR service, HR handbook for staff in schools. Some projects involved the day to day running of the HR team for schools. Clients include:

- Sheffield City Council - working with Children's Services HR team as part of their SLT. Dealing with all routine HR matters for centrally based staff including teachers and the HR team restructure.
- London Borough of Hackney - working with the Youth Service to restructure the service and introduce effective management systems to appraise staff and raise standards.

- Hull City Council - working with the Legal Services and also Planning Services to devise and implement their management restructures.
- Swindon Borough Council - to work as Children's Services HR Director with the interim management team who were appointed to support the LEA improvement plan.
- Calderdale Metropolitan Borough Council - to take the role of HR Manager in the Children's Services, advise on the new structure for the HR team and recruit senior HR staff to the team, review and advise on terms and conditions for centrally based staff.
- NPI insurance company - working as part of a large project team to introduce different systems to deal with customer accounts - advising on the HR strategy and vision for the new customer service team.

Relocation /redundancy of staff

- British Airways Holidays and Thomas Cook - leading a small HR team dealing with the merger of these two companies in 2001 and relocation of staff from Gatwick to Peterborough.
- Various School and Academy redundancy exercises - dealing with reductions in number/type of teachers and support staff
- Calderdale - closure of the PE school and support for restructures in the central teaching teams.

TUPE adviser and work with Academies

Working as an adviser on a number of projects to transfer school staff to an academy, in line with the legislation that covers the Transfer of Undertakings and Protection of Employees. Advising on the implications of the proposed structure, terms and conditions and operational issues to ensure that the correct staff are transferred and to advise or lead the consultation process with unions and staff. I have worked as TUPE adviser on the following projects:

- February 2015 – present – advising Hull Community Academy Trust on Trust-wide HR policy
- March 2014 to July 2014 - TUPE adviser to Richard Rose Academy Trust
- May 2012 - 2014; work with The Quest Academy - Coloma Trust as HR support service
- September 2010 to January 2011 - University Academy, Birkenhead, advising the project team on TUPE issues and terms and conditions for new staff.
- March 2013 – December 2013 Oasis Community Learning multi academy trust – NEL Regional HR Director
- May 2012 – 2014 The David Ross Education Trust; provision of HR handbook and case work support to the HR Director.
- March 09 - April 2011 - Furness Academy - Cumbria, working with the project team prior to opening and with the Principal since September 2009 to support further HR work.
- Jan 2010- Oct 2010 - Isle of Sheppey Academy; HR work in the follow up to opening 2009, dealing with restructure of support staff, contracts of employment and some reductions of teaching staff.
- Oct 2009 - May 2010 - Advice to the project team dealing with the Cowes High School transfer to Foundation Trust status.
- March 07 - Jan 08 - Oasis Community Learning - a multi academy sponsor, I supported the set up of the first 3 academies and the early plans for the next 6 as well as establishing the central HR team.
- July 06 to December 06 - St Marks Academy, Merton, after opening to set up payroll and other remaining HR systems and policies etc..

Policies, procedures and HR handbooks

Auditing existing policies and procedures, giving guidance on revisions to ensure lawful documents and consulting senior staff/Governors on use of discretions. Production of revised policies, procedures, guidance and standard letters, forms etc..

- 2009 to present - Drafting the policies and procedures for an HR Handbook for schools/academies launched Spring term 2011 by HC Associates Ltd.
- 2006 to present - Sisters of the Sacred Hearts of Jesus and Mary - facilitating the agreement of consistent policy across all three schools, drafting handbook and keeping it up to date.
- Nov 2009 - Milton Keynes Academy - audit of policies and procedures and update where needed following opening in 2009.
- 2003/4 - Swindon Borough Council - revised various policies as part of an interim contract.
- 2002/3 Perse School for Girls - Consulted staff and senior team and worked with staff on new arrangements.
- 2000 - Barnsley Borough Council - revised HR handbook for issue to schools, based on existing documents.

Job Evaluation (JE) and grading issues

I am trained and experienced in the use of the NJC and Hay job evaluation methods. I have worked with the following organisations to implement a new JE scheme and grade posts in line with it.

- 2012 – present Kelvin Hall routine JE ongoing for this outstanding school
- 2011 – St Joseph’s School, Cranleigh – Admin review and implementation of a new JE scheme
- 2009 – present Sisters of the Sacred Hearts of Jesus and Mary - working with 3 special schools and later homes and convents to introduce the NJC pay scale, draft JDs and grade jobs then implement.
- 2008/9 - Sheffield City Council - worked as part of a central team to lead the implementation of the new pay and grading scheme across the Council.
- 2007 - Oasis Community Learning - advised on choice of JE scheme, undertook initial benchmarking of JDs and advised on grades for benchmarks.
- 2004 – present St Marys College - drafted job descriptions with managers and staff, graded posts and worked with Governors and SLT to evaluate the results and implement.

Terms and conditions for teachers and other education staff

I have a thorough knowledge of the terms and conditions for school staff and those staff employed centrally by the LA in Children’s services, including: the school teachers pay and conditions document, the burgundy book, the NJC single status agreement, the Soulbury Agreement for Advisers, Ed Psychologists and Youth Workers. This is coupled with a thorough understanding of the day to day management of staff in an education or care setting and 20 year’s experience of supporting LAs, the MOD and schools (including special schools) where T&Cs needed to change.

Training

I have delivered the whole range of HR training to Headteachers around the UK - sometimes directly to a school or through a training company as part of their Headteacher programme. E.g:

- For NASS at their annual conference for Heads of Special Schools
- With Forum deliver training to head and bursars on a range of HR topics in schools
- With CEM and Lighthouse - as part of their annual training programme delivered around the UK
- With Learning etc. to the FE sector - usually on site at various colleges
- For Local Government Employers - for Local Authority HR staff, as part of the induction covering terms and conditions and employment of staff in schools.
- With Local Authorities for their Heads and senior managers
- With individual schools - training SMT, Governors and whole staff groups.

Performance management/appraisal

I was accredited and then engaged by the DCSF to deliver the regional training on the re-launch of the teacher appraisal arrangements in 2000 to Headteachers, Chief Education Officers and staff in

schools. I also updated schools in 2007 when the regulations changed and regularly work with schools to train managers and update their policy and practice for appraisal.

Specialist skills

My skills as demonstrated by the work I have done and the projects that I have led or been part of are as follows:

- Staff development and performance management
- Change management including restructures and changes to terms and conditions
- Negotiation and consultation with unions and staff
- Organisation design and project management
- Problem solving and investigative skills
- Strategic planning
- Facilitation and consultation
- Research and evaluation
- Job design and job evaluation
- Recruitment and selection of staff

Education:

Nottingham College of Higher Education 1974 - 1977

Qualifications gained: Certificate of Education (Primary/Secondary)

Humberside College of Higher Education 1987 (Part time)

Qualifications gained: Graduate of the Institute of Personnel Management

Professional Accreditation:

Fellow of the Chartered Institute of Personnel and Development (07/00)
Performance Management Consultant (DfES) (07/00)
Performance Management Adviser (DfES) (07/00)
On-going - ad hoc training to keep up to date with employment law/ employment issues in local authorities and schools.

Personal details

DOB: 16th August 1956
Nationality: British
Driving license Full license held
CRB Enhanced check dated 25/8/2010. Authorisation number provided on request.

References:

Please let me know if you wish to take up references then I can let my referees know in advance. Other referees may be more appropriate to your project - I am happy to approach them in this case.

Mrs Sarah Smythe
Headteacher
Kelvin Hall School
Bricknell Avenue
Hull – HU5 4QA
Tel: 01482 496701

Sr Julie Rose
Headteacher & Head of Special Needs
Pield Heath School
Pield Heath Road
Uxbridge
Middlesex
UB8 3NW, Tel 01895 814728

Helen Cooper – June 2015