

Curriculum Vitae: Nick Bulmer BSc (Hons).

Contact details

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Summary of employment history

2008 to present	HC Associates
1985 to 2008	Christian Salvesen Hull
1982 to 1985	Birds Eye Wall Hull

Profile

I joined HC Associates from industry in 2008 having spent the past 25 years in the food processing, storage and distribution sector. My last role was as site operations manager which, as anyone in a unit managing/operational role will appreciate, involves mainly dealing with people; their health and wellbeing, their performance and training and their behaviour management. I have always believed that it is the people that govern the success of any organisation and good management is founded on good people management.

I arrived at HC Associates with a perspective on HR as an 'user end' and, having read and used many a personnel policy and procedure I appreciate the value of them being clear, unambiguous and user friendly for all staff members, line managers and senior managers.

My experience at HC Associates is in drafting job descriptions and person specifications, researching and writing personnel policies and procedures and job evaluation.

Key skills/assignments

HR Advisor

I work regularly advising our helpline school clients helping them through difficult or sensitive employment situations which arise through the year. I keep track of changes to employment law and case law developments so as to advise on the update of the staff handbooks for the schools to whom we provide this service.

Policies and procedures

Reviewing and amending of an existing employment handbook for 3 schools run by the Sisters of the Sacred Hearts of Jesus and Mary to ensure that the content is up to date and lawful and then providing the service to then keep this current.

Reviewing and advising on the updating of employment policies for a small independent school in Lincolnshire.

More recently my main focus has been on researching and writing the policies and procedures for the HC Associates handbook.

Job Evaluation (JE) and grading issues

I am trained and experienced in the use of the NJC job evaluation scheme. I have worked on a project across a group of 3 schools to implement a new JE scheme, help write accurate job descriptions and grade posts in line with them. I have also helped a local primary school in examining and then drafting job descriptions as part of a restructuring exercise.

Administration

I have provided administrative backup to the TUPE process of transferring staff to new academies ensuring that the due diligence information is correct and that the matching process is fair.

Specialist skills

Health and Safety practice

Lead contact with the health and safety enforcing authority at Christian Salvesen Hull. Management representative and part time chair of the health and safety committee.

Environmental management.

Lead in team writing and installing the ISO 14001 Environmental Management System policy and procedures at Christian Salvesen Hull.

Education:

Manchester polytechnic 1978 - 1982

Qualifications gained: BSc (Hons) in Biological Sciences

Professional Accreditation:

CIEH. Level 3 Award in Health and Safety (Supervising Health and Safety in the Workplace)

CIEH. Certificate in Environmental Awareness

Personal details

DOB: 29th January 1959

Nationality: British

Driving license Full license held

Please let me know if you require clarification of any aspect of this curriculum vitae.

– September 2010