

Curriculum Vitae Bevin Betton

6 Percy Road, Winchmore Hill, London N21 2HY

Home Tel: 0208 360 4743

Mobile: 07508 428660

Email: bevinbetton@hotmail.com

PERSONAL PROFILE:

An experienced Head of Human Resources with a track record of achievement in the Public Sector working recently within the Arms Length Management Organisation (ALMO) and Ascham Homes. A wide range of generalist and specialist HR experience gained within a large unionised public sector environment and diverse workforce.

An ability to understand the demands and needs of others, and an ability to sustain a balanced view. Good communication skills and the ability to present hard facts in a palatable manner. Well regarded also for strong mentoring skills and the ability to motivate others by leading rather than by taking over.

EDUCATION:

Fellow CIPD

**University of LEICESTER– 1990 – 1992
MA Law/Management**

**Polytechnic of North London – 1986 – 1989
BA Hons Combined Studies Sociology/Industrial Relations**

**Polytechnic of North London – 1983 – 1984
Post Graduate Diploma – Industrial Relations**

**East Ham College of Technology - 1980 – 1981
Industrial Administration – HNC**

**East Ham College of Technology – 1976 – 1980
Higher Technician Certificate Engineering**

Various short in-house and external courses undertaken

I am up to date with European employment law and attend courses annually at Oxford University

OTHER AREAS OF SPECIAL EXPERTISE:

- Commercially and strategically focused; pragmatic, unafraid to develop new areas, and can chart a course in an independent manner, a strong sense of HR excellence and “can do” ethos
- Developed corporate policy for the implementation of flexible retirement within the local government scheme
- Responding to changes, and ensured compliance with employment law, and best practice by managers during changed management process

- Ensuring the company accepts good employment practice and develop new Human Resources policies and procedures or updating existing ones
- Monitoring corporate and company performance of key HR activities including industrial relations and recruitment
- Monitoring the performance of external contractors which provides the company with an occupational health service and recruitment advertising
- Developed a new Payroll System for Ascham Homes

INTERPERSONAL SKILLS:

- Successfully operated across different departments, also managing across financial boundaries
- Developed strong influencing skills to enlist involvement/support from all levels both inside and outside the organisation/company
- Built up a solid and proven track-record of Human Resource experience and expertise across a range of multi-faceted roles.
- Employee relations – Provided ongoing professional advisory role and coaching support on correct HR procedures to senior managers up to Chief Officer level, at grievance, disciplinary, and redundancy Appeals Panels
- Undertaken key tasks successfully, in the management of Employment Tribunal cases in liaison with company litigants and senior managers often within very tight Court deadlines
- Written, reviewed and driven through a large number of key and effective Human Resource policies and procedures for the company in light of changing employment legislation, ie. Organisational Change, Whistle-blowing policy, GLPC Job Evaluations and Appeals, Fairness at work, home working policy, severe weather policy, public services ethics home visits and sickness management

EMPLOYMENT HISTORY:

Enfield Race Equality Council 2013-16-17-18-19

- Chair of Board of Management
- Manage Chief Executive
- Responsible to Local Authority for delivering of specific project
- Ensuring the Council carries out their duties under equality legislation
- Implement and Monitor their workforce and service delivery in a non-discriminatory way
- Attend meetings of various Strategic Partnership Boards
- Attend Enfield Homes Board as Non-Executive Member
- Leading on all HR issues, including TUPE of staff back to the Council
- Various local Restructuring
- Provide independent advice and guidance to members of the public and small business on employment and equalities issues
- Representation and input into Local Authority Policies on a range of issues including Health and Safety, Employment, Management, Management Development
- Monitoring of the various council Departments
 - Education
 - Housing
 - Social Services
 - Planning
 - Environment Depart

HR Consultant since 2012

- Specialising in general Human Resource Management
- Employee Relations
- Change management
- Learning and Development
- Employment Law
- Employment Tribunal
- Equality and Diversity
- Trade union negotiation
- Carry out major restructuring exercised for an ALMO and TUPED staff back to a Local Authority. Including trade union and management consultation in 2014/15
- Carry out major reviews of policies and procedures for an SME to ensure they are up to date and complied with current employment legislation.

Westway Housing Association 2013-15

- Voluntary Board Member/Consultant
- Chief HR Advisor to Board and Chief Executive on all aspects of Human Resources including merger and acquisition, TUPE, Grievance Investigation, Disciplinary Appeals, Recruitment and Selection
- Performance Management Employment Law
- Equality and Diversity
- Help with issues of Housing Management

Enfield Voluntary Action 2013-16-17-18-19

- Board Member /Consultant to Enfield Voluntary Action
- Leading on all aspects of Human Resource Management
- Providing Support to the CEO and Non-Executive Directors
- Change Management
- Equality and Diversity
- Grievance and Disciplinary
- Sickness Absence
- Performance Management
- Staff Appraisal
- Training and Development
- Advice on Employment Law
- Ongoing support to Senior Management
- Updating policies and procedure

Ascham Homes 2003 – Feb 12 **Head of Human Resources**

- Provided operational leadership to a team of HR staff, including leading motivating and developing the HR Team to achieve and ensure managers and staff receive a high quality responsive service
- Monitored regular and effective liaison with employee representatives and took the lead in negotiations and/or consultation with staff representatives on specific projects
- Provide expert advice to Board members councillors and the Chief Executive develop workforce plans
- And implement the HR strategy.

**London Borough of Waltham Forest 2000 – 2003
Community Services, Group Personnel Manager**

- Reported to the Director of Human Resources and Director of Social Services for the delivery of a comprehensive Human Resource service, including recruitment, performance management, employee relations, payroll and the management of 14 other HR professional staff
- Drafted policies, practices and procedures, including pay and rewards, change management, dealing with grievances, disciplinaries, and appeals

**London Borough of Waltham Forest 1988 – 2000
Group Manager, HR, Housing Department**

- Responsible to the Director of Personnel for the management of four other departments' personnel units, consisting of fifteen Personnel Officers providing a fully comprehensive personnel and training service
- This included the design and implementation of a new performance management system, and development of a new competency framework
- In addition, implemented a whistle-blowing policy; developed a guide to code of conduct for staff and members
- Lead on anti-fraud policy

1987 – 1988	Waltham Forest Council	Senior Personnel Officer
1985 – 1987	Lambeth Council	Senior Personnel and Training Officer
1985 – 1986	Manpower Services Commission	Principal Personnel and Training Officer
1980 – 1983	Babcock Power Engineering	Trade Union Industrial Relations Officer
1972 – 1980	Babcock Power Engineering	Engineering Technician

Voluntary Activities:

- Chair of a local Race Equality Council
- School governor for more than 16 years, including a period as Chair of Governors
- Trustee of a local Church
- Trustee of Enfield Voluntary Action
- Trustee of Enfield Caribbean Association 1987 to date
- Hornsey Housing Association 2009 to date