

Human Resources Department – Larissa Foster

Employee Resourcing

Recruitment has been particularly busy over the past two months. This is largely due to the fact that several new Education and Fitness to Practise positions were advertised, with the Approvals and Monitoring process becoming a key priority in March/April, and the increasing number of Fitness to Practise cases and subsequent need for more employees to manage these cases.

Two new positions were advertised for Education Administrators (Annual Monitoring) in January, and were filled following interviews in February 2006. For one of the positions an internal candidate (George Bolster, UK Registrations Officer) was successful and he commences on 27th March in his new role. The second position was filled by an external candidate, Tim Bryant, who brings valuable experience from Camberwell College of the Arts.

A new Purchase Ledger Officer (Sue Ellen) has been recruited for the Finance Department and commenced on 7th March 2006.

A newly created position for a Registrations Manager (Operations), reporting to the Director of Operations was advertised in January 2006 through Hudson Recruitment. Interviews for the position were not successful and the position is being re-advertised.

Following advertisements for new roles (due to the increasing number of Fitness to Practise Hearings), a new Hearings Officer (James Bryant) and a new Case Manager (Nick Grassby) commenced in the Fitness to Practise Department on 6th March 2006.

Interviews for the Stakeholder Manager position (Communications Department) are currently being undertaken and it is hoped that an appointment will be made in March.

Marc Seale met with Hudson Recruitment Company in February about the sourcing of the Policy Manager (Education), Policy and Standards Department. Hudson have now been engaged to source this position and are currently working with the interview panel (Norma Brook, Marc Seale, Eileen Thornton, John Harper, Tony Hazel, and Larissa Foster) to do so as quickly as possible.

Following the resignation of Chris Middleton, the Director of Communications position has been advertised in PR Week, and the Guardian newspaper on 10th and 13th March respectively. The closing date for applications is 24th March 2006 and the interview panel (Anna Van der Gaag, Norma Brook, Marc Seale, and Larissa Foster) are shortlisting and interviewing in April 2006.

A permanent Partner Administrator, Craig Kjelvie, has been appointed (this position was previously filled on a temporary basis), along with two twelve month contract employees to fill vacancies in UK Registrations created by employees taking maternity leave.

Following the resignation of Rachel Keenan, Human Resources Officer, the vacancy has been advertised in the Guardian newspaper and interviews are being held during March 2006.

The Policy Officer position in the Policy and Standards Department (currently filled on a secondment basis by Michael Guthrie, Case Officer in the Fitness to Practise Department) has been advertised and it is anticipated that this position will be filled in March.

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A Project Manager is currently being sourced for the Operations Directorate. It is the hope that this Project Manager will help HPC in co-ordinating its response to the Race Relations Amendment Act 2000.

Training

All Managers attended HR legal training at the Work Foundation in February 2006 (on issues including absence management, grievances, disciplinary situations and managing problematic performance). The training was felt to be a great success, providing Managers with a clear understanding of legal considerations in performance managing employees.

Salary Reviews

Several weeks in February 2006 were spent preparing the annual salary review information for the consideration of the Remuneration Committee in March (updating of job descriptions, co-ordination of evaluation of job descriptions through Croner Reward, and consulting the Managers about the pay review).