

## **SHEILA JAMES**

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**An experienced HR professional, with a career spanning public, third and private sectors and self employment. Primarily interested in learning and organisational development but with substantial recent generalist experience.**

### **KEY SKILLS**

#### **Learning and Development**

- Undertook a comprehensive training needs analysis for an oil major and planned and resourced the development solutions to meet the needs identified.
- Shared the design and delivery of a series of 'Learning Fairs', providing more than 30 short learning interventions over a 2 or 3 day period for BP staff onshore.

#### **Human Resources**

- Recent experience of managing job evaluation projects for Castlehill Housing Association, completed and accepted without appeals.
- Extensive HR policy development and implementation in oil and gas and not for profit sectors.
- Developed portfolios of evidence resulting in the achievement of Investors in People for BP and the Healthy Working Lives Award for Castlehill Housing Association.

#### **Line Management**

- Led the Department of Special Programmes at Aberdeen College, including recruiting and developing staff and designing and marketing commercial programmes for local businesses. Successfully generated substantial income for the college through commercial activities.

#### **Contribution to external organisations**

- Active committee member of the local branch of the Chartered Institute of Learning and Development, including 2 years as Branch Chair. Standing for election to CIPD Council.
- Proposed as external examiner for the Robert Gordon University Human Resources Management BA and MSc programmes.
- Two years experience as a Board Member for AMED, the Association of Management Education and Development, ensuring its survival through turbulent times.

#### **Specialist Expertise**

- Learning and organisational development
- Level A and Level B in psychometrics
- D32/33 Assessor qualified

### **EMPLOYMENT HISTORY**

**Director, HelpGov Ltd**

**2010 to date**

*A new and specialised consultancy whose vision is to help the public sector and its partners improve performance so they deliver excellent service to their customers and save money*



**HR Officer (part time), Castlehill Housing Association** **2006 – date**

*Reporting to the Chief Executive, generalist HR responsibilities, in a small housing association.*

- Introduced and managed an NVQ qualification programme to meet statutory requirements
- Gained the Healthy Working Lives Award at Bronze level, working towards Silver.

**Company director/freelance consultant, Fonthill Consultants Ltd** **1996 – 2006**

*Assignments included 6 years part time engagement as BP learning and development consultant.*

- Developed group wide internal learning and facilitation guides for BP

**HR Adviser (Learning and Development), Amerada Hess Corporation** **1995-1996**

**Training Consultant Shell UK Exploration and Production** **1989- 1995**

*Contract positions, acting as an internal learning and development consultant. Provided support on and offshore to learning needs assessment, competence development and line manager support*

**Head of special programmes, Aberdeen College** **1987-1989**

*Managed department of 30 teaching/support staff and 200 students. Researched local business needs and designed and delivered appropriate learning solutions*

**Human resources manager, British Telecom** **1986-1987**

*Led a team managing recruitment, management development and staff planning functions for 2,700 staff across the north of Scotland and islands*

**Training and development posts, City of Edinburgh District Council, Royal Borough of Kingston upon Thames, London Borough of Hackney** **1982-1985**

*Managed professional teams. Ran a YTS scheme. Implemented policy changes after trade union negotiation. Supported development of organisational and equalities policy. Developed and managed training interventions for staff at all levels*

**Training Advisor, Hotel & Catering and Distributive Industry Training Boards** **1975-1982**

*Advised on levy exemption and supported learning and training activity to help increase standards in these industry sectors.*

**Field trainer, Office of Population Censuses and Surveys** **1972-1975**

*Recruited and trained a field force of part time Social Survey interviewers.*

## **EDUCATION AND TRAINING**

Fellow of the Chartered Institute of Personnel Development

Graduate member of the British Psychological Society

Member of the Chartered Institute of Management

BA Psychology (University of Strathclyde), Diploma in Management Studies (CNAA Award), MSc Occupational Behaviour (CNAA Award)

## **PERSONAL DETAILS**

Date of Birth: 7 May 1950

Activities and Hobbies: CIPD branch committee (various roles), external examiner The Robert Gordon University, books, travel, theatre, DIY and gardening

Other Detail: Full driving licence

