

Steven Rees

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SUMMARY

Dynamic human resources consultant and recruitment professional with a strong background in providing expertise and guidance on HR matters and high-level project management for clients. Dedicated to supporting recruitment, talent development, and engagement while excelling in communication, collaboration, and customer service. A champion of integrity, empathy, diversity, and inclusion, with a focus on fostering a diverse and inclusive company culture, and expertise in rewards and benefits.

EMPLOYEMENT

HR Consultant, Health HR UK, 16th January 2023 - 5th February 2024 – Due to contract ending.

- Management of Total Reward and pay structure projects.
- Implementation projects including consultation with employees.
- Review of current pay structures and make recommendations for new competitive and compliant structures.
- Development of a consultation and communications strategy
- Review and development of relevant pay and reward policies and processes
- Work collaboratively with the wider HR team in the development of a new pay strategy, structure, and benefits.
- Produce people management information to drive evidence-based decisions.
- Championing reward knowledge across the wider business
- Using salary surveys to benchmark roles against the internal and external markets.
- Provide support to HR to assist in resolving employee benefits queries.
- Help deliver ad-hoc projects as required and offering support to broader HR function.
- Supporting the team with additional duties

HR reward and Benefits Administrator, Sainsbury's, 18th July 2016 - 29th October 2022 Due to Redundancy

- Manage queries and processes for Reward benefits such as Holiday buying, PMI, Bonus, Pay Review, Incentives and more.
- Manage queries and Service Matter Expert for the companies Long Service programme.
- Support and be responsible for parts of Fleet team admin including Fines and MOT's management.
- Veteran Colleagues who have worked for the company longer than 25 years.
- Payroll and Ask Hr. queries and policy management reviewing and updating as required.
- Recruitment in house and retails stores, Hiring, conducting interviews including onboarding and contract administration including inductions, completing reports for management.
- Change support for dealing with restructures and redundancies.
- Customised customer experiences to build brand loyalty.
- Enhanced working relationships by participating in team-building activities.
- Organised files to support efficiency and traceability.
- Managing data in line with GDPR
- Coaching and development

- Prepared range of written communications, documents, and Prepared timely and accurate financial reporting and analysis.
- Creating and paying invoices from our suppliers.
- Trained and mentored employees to maximise team performance.
- Developed team communications and information for meetings.
- Thrived in a fast-paced environment with energy and enthusiasm.
- Explored and created new ways to resolve problems with processes, technology, or team members to improve overall efficiency.
- Working to strict deadlines and always looking at ways to improve our working practice.
- Managing the company's social internal Yammer page dealing with queries and social media.
- Diversity and Inclusion lead
- Managing and supporting team when required

Self-employed, Administrator / Designer /Owner of business, August 2012 - Freelance

Handled administrative tasks, tax records, order processing, and production for a clothing company, while concurrently running a handmade crafts business and managing an online LGBT magazine.

Customer Service Manager, Vodafone UK and Hero TSC, November 2003-August 2012

- Contact Centre of over 750 staff, Operation manager secondment support,
- Recruitment – managing inductions, new starters, and onboarding.
- Site Management,
- Compliance officer making sure data is kept safe.
- Designer of advertising and Recruitment Documents,
- HR Coach, Performance, time, and absence management,
- Giving advice on policies and process's,
- Onsite Web management,
- Trainer and creator of training.

Compliance and Call Coach, BT, February 2002-November 2003

Utilized exceptional product knowledge to drive high customer satisfaction, maximized engagement through excellent service delivery, effectively managed complaints with clear communication and problem-solving, and cultivated team performance through effective call management and coaching.

Kitchen and Bathroom Supervisor., B&Q, May 1998-February 2002

- Supervised a team of Kitchen and bathroom designers including Lead generation managing a team and the store as duty manager.

Section Leader, Wilko, April 1995-May 1998

- Section leader in season section, Cover manager, Store management, Cash handling and payroll

Petrol Station Supervisor, Morrisons, November 1993-April 1995

- Supervised and managed a team, training, and recruitment.

SKILLS

- Reward and Benefits administrator
- HR and recruitment including Onboarding.
- Understanding of HR policies
- Senior Management experience
- Project management
- Coach
- Performance management
- Data Analytics
- Focused collaborator
- Teamwork and collaboration
- Building a great team
- Efficient Recruiter
- Diverse and inclusive
- Championing reward
- Working with clients to develop, revise and implement appropriate HR policies.
- Engagement

EDUCATION AND TRAINING

- Korn Ferry Hay Job Evaluation 2023
- CIPD level 5 starting 2023.
- GDPR in the workplace – 2023
- Diploma of Higher Education - Human resources, New Skills Academy, 2021
- NVQ Level 7 - Management, Management Level 7 NVQ, 2010
- Higher National Diploma - Travel and Tourism, South Trafford College, 1992
- 5 GCSEs grades A-D including Math's & English 1990.