

JO SMITH CV

YOUR LABOUR CANDIDATE

FOR MAIDENHEAD

SUMMARY

I am a committed and hardworking Human Resources and Employee Relations Professional specialising in education, with over 30 years' experience, across both public and private sectors. I have led programmes that have challenged organisational cultures, whilst championing inclusion and equality throughout my career.

QUALIFICATIONS

BA (Hons), PGDipHRM,
CMCIPD, MBA

SKILLS

- Strong leadership skills
- Excellent negotiator
- Strategic planning
- Coaching/mentoring
- Proven acumen in financial management
- Chartered Member of the CIPD
- Active Labour party member for 32 years

EXPERIENCE

REGIONAL OFFICER • NEU • 2023 – PRESENT

Motivate and support districts and branches in recruitment, bargaining, representation, equalities and organising work; to undertake serious casework and bargaining; and to help plan and deliver the national training programme and national campaigns in the region.

SENIOR REGIONAL OFFICER • NEU • 2021 – 2023

Contributed to strategic regional planning as a member of the regional management team of the largest NEU region with 80,000 members.

Lead, motivated, developed and supported a team of staff individually and as a group, to meet and exceed their performance objectives, and to deliver a full range of trade union support and activity in the region.

Informed the development of the Union's overall casework strategy, and undertook serious individual casework, including before external bodies where necessary.

Negotiated with employers in a wide range of educational institutions whilst ensuring democratic accountability, and recruited and supported activists, reps and lay officers to take on the negotiations.

Supported districts and branches in recruitment, bargaining, representation, equalities and organising work;

Monitored, analysed, evaluated and reported on casework and casework trends across the region.

As an employee-nominated lay member of the Employment Tribunal, I sat with an employer nominee and a Judge, interpreting evidence and contributing to the ruling and decisions on claims.



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LOCATION

I have lived in Maidenhead for over 20 years.

INTERESTS

Running, swimming, cooking, paddleboarding, walking with my fabulous dog and pottering in the garden.

HR BUSINESS PARTNER • NEU • 2018-2021

Worked collaboratively with the Senior Leadership team and management teams to implement the NEU strategic people plan and vision and values, building staff engagement and enabling strong performance.

Ensured HR was integrated with organisational strategies, plans and processes so that the work of HR was aligned with organisational outcomes.

Supported and coached managers in all aspects of employee relations and staff development, ensuring a pragmatic and best practice approach.

Contributed to the development of HR policy and practice, responding to identified organisational needs and changes in legislation.

Provided HR advice and support to regions/nations and departments and acted as the gateway to managers for the HR services team.

NON-LEGAL PANEL MEMBER • EMPLOYMENT TRIBUNAL • 2010-2024

Sat as a non-legal member on the Employment Tribunal; hearing and reading evidence; and assisting other panel members in the judicial process.

REGIONAL OFFICER • ATL • 2010-2018

Provided individual and collective representation to members including at disciplinary, grievance, capability, redundancy hearings and at bargaining forums; supported caseworkers within the District through coaching and formal training and where appropriate ensure ATL profile and potential was maximised through organising for campaigning, recognition or negotiation.



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HR MANAGER • RADIAN HOUSING GROUP • 2005-2009

Built a positive relationship with management teams to support and encourage a partnership approach to ensure delivery of HR and business objectives.

Managed the HR implications of all initiatives within the business, including pre-qualification and subsequent tendering work for new business as well as developing and delivering the HR strategy.

Identified, monitored and reported on appropriate HR objectives to the business, as well as identifying improvement targets and strategies to ensure the targets were achieved; prepared and presented papers to the Board on HR matters.

Identified and initiated new projects to meet business needs.

Managed the recruitment process within the business, ensuring legal and regulatory compliance.

Managed the prompt resolution of employee relations cases by providing advice and support to managers, including devising and delivering group coaching and formal training.

Continually reviewed HR policies and procedures to comply with legislative developments, best practice and business requirements.

DEVELOPMENT MANAGER • TSSA • 2000-2005

Contributed to the Association's Senior Management and Operations Teams, to ensure the strategic development of the union as well as operational management.

Managed and lead negotiations and consultations with employers in the rail and travel sectors on all employment related issues including pay and grading, pensions, TUPE, contractual issues and employment policies and procedures.

Provided advice on all employment matters (unfair dismissal, constructive dismissal, discrimination, health and safety, TUPE, contractual claims etc) to team members, union members and employers as necessary.



Managed projects – including redesigning the organisation of the paid staff to ensure that strategic and operational objectives were delivered and designed and managed a greenfield organising team.

Managed budgets of up to £400,000 per year covering staff costs, marketing and operational expenditure.

Presented policy and strategy papers to the Association's Executive Committee and Annual Conference.

NEGOTIATIONS OFFICER • TSSA • 2000-2005

Negotiated and consulted with employers on all employment related issues including pay and grading, pensions, TUPE, contractual issues and employment policies and procedures; providing individual representation up to and including Employment Tribunal.

Managed and developed teams of lay staff representatives and collated, analysed, researched and presented a variety of data on national industry agreements, industry pay settlements and Government statistics to help inform policy decisions.

EDUCATION

THAMES VALLEY UNIVERSITY • 2007 • MASTER OF BUSINESS ADMINISTRATION (MBA)

UNIVERSITY OF NORTH LONDON • 1998 • POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

UNIVERSITY OF NORTH LONDON • 1997 • ADVANCED DIPLOMA IN PROFESSIONAL STUDIES (MANAGEMENT FOUNDATION)

BRISTOL POLYTECHNIC • 1991 • BA HONS HUMANITIES 2:1

SWANSEA TECHNICAL COLLEGE • 1988 • 3 RSA SECRETARIAL

BISHOP GORE COMPREHENSIVE • 1987 • 3 'A' LEVELS, 9 'O' LEVELS

