

**Professional Summary**

* Professional coach and consultant
* Experienced senior manager in multifaceted organisations
* People manager, motivator and strong on staff engagement
* Effective communicator
* Learning and development professional
* Ability to drive and manage change

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**Tracy Barlow Consultants November 2017**

* Work with a variety of clients to design and deliver a range of tailored interventions
* Delivering the highest quality of service and professionalism to clients
* Consultancy and delivery of psychometric testing to support recruitment and learning and development
* Coaching and developing individuals to meet their potential
* Design and roll-out of employee opinion surveys
* Design and implementation of employee wellbeing programmes

**University of Sheffield Students’ Union**

**Head of People Development August 2015**

* Lead and manage the People Development Team, driving the overall strategies for the development and management of all employees.
* Develop and implement a People Development strategy for SSU that will provide a focused approach to the development of people, and associated systems and processes.
* Manage the staff team to understand and exceed expectations in line with the SSU staff behaviours and policies/procedures including: recruitment, induction, personal development, performance management, discipline & grievance, holidays and absence management.
* Ensure managers, employees and volunteers are supported and developed to achieve their potential.
* Design and delivery of a management development programme including mental health and wellbeing.
* Provide professional development advice, guidance and support to managers including one-to-one coaching.
* Lead the design, development and delivery of a learning and development strategy for managers, staff and volunteers
* Lead on the design, delivery and evaluation of the employee engagement survey. Evaluate qualitative and quantitative data on motivation, advocacy and involvement. Utilise staffing statistics to evaluate trends and linkages. Provide recommendations for increasing engagement.

**University of Sheffield Students’ Union
Project Manager Consultant Jan 2015 – July 2015**

* Lead the planning and management for the procurement and implementation of a new HR and Payroll system
* Facilitate the definition of the project scope including determination of stakeholders.
* Review systems and processes in place, benchmarking where appropriate to make recommendations for the most efficient and cost-effective solutions.
* Develop the project plan including timescales and budget
* Manage all stakeholders and budget throughout the project
* Manage the implementation of the project plan including the identification and management of risks
* Provide direction and support to the project team throughout planning, definition, implementation and review of the project
* Monitor and report on progress of the project including the management of changes and interventions required to ensure successful delivery.
* Evaluate the project, ensure all staff can use the systems effectively and are appropriately trained, and make recommendations for ongoing resource requirements including management of those resources.
* Fully scope out the organisations current employability offer and develop a recommendation to support students throughout their time at University.
* Develop a project plan and project working group to support the delivery of the employability proposal
* Develop a communications plan and work with stakeholders across the business to ensure ‘employability’ is linked into their business delivery plans.
* Work closely with external stakeholders including local Universities, colleges, other Student Unions and local businesses to work in collaboration to support the employability agenda.

**Anchor**

**Project Manager Consultant Mar 2014 – Dec 2014**

* Delivery of programmes/projects within time, cost and quality parameters in a controlled environment as part of the Change Team
* Evaluate computer literacy of all employees (9,000+) to determine the development solutions required.
* Managing the successful planning and implementation of interfaces between systems (including iTrent, Agresso, e-learning etc.)
* Configuration and implementation of systems including Resourcelink (Northgate), iTrent (MidlandHR) and Core International
* Production and completion of full test scripts (systems testing and user acceptance testing)
* Facilitate active dialogue with stakeholders to ensure project activities and direction, reflect the needs of the business.
* Ensuring that appropriate measurement criteria are in place to determine if stated benefits are delivered and costs are contained.
* Manage project teams including daily workload management, issue resolution and people and performance management
* Report on progress, risks, issues, costs and benefits as required by the programme board and other governance functions
* Manage the ‘myHR’ project to fully manage and implement a new HR and Payroll system with employee and manager self-service to the business (of 9000+ employees and 1000+ locations)

**Sheffield Hallam University** **Oct 2004 – Dec 2013**

People Development Manager

* Lead on strategic development planning for the People Development team
* Plan and deliver a consistent and professional HR service that supports the delivery of the Corporate Plan and local People Strategies
* Actively promote the change in culture and support the new ways of working within the Directorate
* Work collaboratively as a member of the HR Directorate to ensure an integrated approach to the development and delivery of HR services
* Lead on the operational planning of the learning and development service
* Source and implement a University wide HR, payroll and training system
* Develop a whole University approach to employee wellbeing
* Create a culture of continuous performance management
* Promote the University's Equal Opportunities and Diversity agenda as an integral part of all activity
* Lead and contribute to relevant cross-university initiatives in line with corporate plan priorities
* Work with the HR Executive Group to understand the strategic priorities of the University and the impact on the HR activities and services
* Proactively work with stakeholders to develop an understanding of their needs to inform the future development of the HR service
* Provide professional supervision, coaching and mentoring to staff across the organisation
* Actively promote the people development and wellbeing service across the University at all levels
* Influence leaders and managers to recognise the importance of strategically aligned people development and wellbeing activity
* Establish trust and credibility with customers and stakeholders and encourage an environment of open and transparent communication
* Develop and promote best practice in all areas of people development and wellbeing activity
* Adopt a customer focussed approach, seeking feedback from customers and acting on results
* Lead on the planning and implementation of the Employee Opinion Survey ensuring an 85% completion target was attained. Creating communication plans that encouraged full employee engagement with the process.

**EDUCATION**

University of California

**Autism Spectrum Disorder 2017**

QA **2014**

**AGILE Foundation and Practitioner**

Hidden Resources Training

Diploma in Neuro Linguistic Programming 2010

Occupational Personality Profiling (OPP)

Practitioner of Myers-Briggs Type Inventory 2006

Saville Holsworth Ltd (SHL)

Level A and B practitioner of SHL psychometric testing inventories 2005

Dearne Valley College

Certificate in Training Practice (CITP) - Three units completed

Accredited by CIPD 2003

JHP Training Centre

National Vocational Qualification (NVQ) III Business Administration 1998

JHP Training Centre

National Vocational Qualification (NVQ) II Business Administration 1997

Westfield Comprehensive School

**7 GCSE qualifications**   **1991 – 1996**

**TRAINING COURSES**

* Mencap & Gateway - Introduction to Autism
* Agile Project Management Methodologies
* Management Development Programme
* Leadership Development Programme
* Project Management
* Stakeholder Management
* The Trainer as Internal Consultant
* Train the Trainer
* Presentation Skills
* Organisation Management

**REFERENCES**

Available on request

**CONTACT DETAILS**

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