

## **Bernice Halliburton BA (Hons) CIPD**

Address, Telephone and email address.

### **Summary**

A highly motivated, enthusiastic and dynamic **HR Services Manager** with 20 years HR Project Management experience managing large scale HR projects in the UK and abroad. Developing, advising and implementing projects relating to Company Benefits, Pay Modernisation and Pay Awards, Project Management of Payroll/HR System Enhancements, configuration and ongoing review of Payroll Policies and Procedures within both public sector and private organisations.

### **Competences**

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**Staff Management:** Appraisals and staff training. Managing payroll team to ensure a robust people succession plan to meet future business needs and develop individual talent within payroll with appropriate training and development plans in place aligned to business priorities.

**Change Management:** Evaluating payroll processes, identifying areas requiring improvement and implementing change procedures. audit processes / testing changes, updated and upgrades. Develop and implement SLAs with relevant Business Parties.

**Leadership Skills:** Highly developed interpersonal skill with an aptitude for team working and coordination. Highly effective as a team leader, coordinator and motivator with strong ability to deal with a wide range of people and work on own initiative to meet challenging deadlines.

**Advisory:** Providing expert advice and counselling on projects with a Tax or National Insurance liability, assists line managers to understand and implement change, policies and procedures; promoting equality and diversity as part of the culture of the organisation.

**IT skills:** Proficient in Microsoft Office packages; Word, Excel, PowerPoint, HR databases including People Soft, Ceridian, SAP, HRI, Sage and others.

### **Career History**

#### **Preston Council - HR Service Centre**

**Sept. 2010 - Present**

Operations Manager reporting to Head of HR Shared Services and responsible for management of the HR, payroll and pensions team (up to 20 Team Leaders and Service Centre Staff) in the HR Shared Service Centre (HR SSC) to ensure the successful delivery of operational HR services across the Council and delivery of key business objectives while seeking continuous improvement and value for money. Liaising with Directors, Heads of Service and Managers across the Council including HR Business Partners and internal and external stakeholders to ensure efficient and effective delivery of service to the agreed SLAs and KPIs, together with the associated service performance reporting.

- Managed revenue budget; identified savings; prepared forecast for future budgetary requirements to provide value for money and ensure efficient deployment of both internal and external resources.
- Supported senior management and heads of departments with change management issues and embedded new ways of working in keeping with agreed transformed processes and practices; managed improvement and development of service delivery through consistent processes and applied industry best practices.
- Managed staff through transition in an operationally-demanding, service and outcomes focused environment. Utilised people management solutions to deliver measurable improvements in service delivery and to meet business objectives.

**Lancaster College****Nov. 2008 – Aug. 2010**

Payroll / HR Implementation Manager with 2 direct staff and responsible for implementation of HR Midland Trent. Active involvement in testing Ceridian functionality and mapping functionality of Ceridian to Trent (HR Midland). Conducted trial runs and managed Data Integrity. Also implemented pay modernisation scheme; promoted, co-ordinated and championed a positive approach to all strategic initiatives plus processing pay reward and day to day Payroll processing. Head Count: 500.

**Zoetelnd Capital Services Ltd****Sept. 2007 - Oct. 2008**

HR Executive with 2 direct staff; responsible for monthly payroll for UK, Jersey, Channel Islands & EMEA Region inc. France, Germany and South Africa. SAP & Peoplesoft systems. Head Count: 15,000

- Managed temporary staff and day to day payroll including benefits and manual payments (including payments to 3rd parties) and associated cash-book entries. Overall understanding of the HR Business structure and working with HR Business Partners. Maintained liaison with HR admin, PLC and Payroll. Management and consultation of Severance and Redundancy Packages. Testing SAP updates and changes.

**Howden Services (Lancs) Ltd****Apr. 2006 - Aug. 2007**

HR Payroll & Benefit Manager: supervised 1 direct staff and managed the overall payroll process and benefits for the UK & EMEA Region to include Germany, France, Spain, Sweden and Italy using the Ceridian system. Reviewed & Renewed Company Benefits (Income Protection, Life Insurance, Spouse Insurance) and liaised with HR in the transfer of employees abroad. Head Count: 2000. Also responsible for: Pension Scheme and Share Scheme administration.

- Introduced Cycle to Work Scheme.
- Managed over 30 TUPE Contracts.
- Managed over 10 Pension Schemes.

**Holiberry Ltd****Jan. 2002 - March 2006**

HR and Payroll Manager supervised team of 2 direct payroll staff using ADP for payroll of 2000 employees. Included: Managing employee benefits; preparing and issuing monthly financial reports; manage 3 pension schemes; preparing reports and statistics for trustees and managing regulatory issues.

- Set up HR/ Payroll database and brought the ADP payroll in-house.
- Calculated COLA, HAL, FSP and Hypothetical tax based on current predicted earnings.
- Worked with the HR Director in reviewing the Company Hand Book.

**Martindale Security Services Ltd****Jan. 1991 - Dec. 2001**

Payroll & Personnel Officer engaged to process monthly and bi-weekly payroll using an in-house system for head count of 600. Prepared statistical reports for financial accounts; planned staffing requirements, recruited and co-ordinated training and development; employment law issues.

Main HR Systems used:

CERIDIAN; UNIPAY; SAP; ORACLE 11i; PEOPLESOFT; SAGE.

**Education**

BA (Hons 2:1) Business Administration  
2 'A' Levels, 8 'O' Levels including Maths and English

**References available on request.**