

**Tracy Humphrey MA, MCIPD**  
**Career Summary**

**Ainscough Associates**

**Apr 2017 - present**

Provides support services directly to the team at Ainscough Associates and works closely with case managers to support and assist with the process of clients directly employing their own care and support teams.

**THR (Consulting) Ltd**

**2009 – present**

Works as a freelance Human Resources practitioner with current experience in restructuring, resourcing and process improvement for a wide range of organisations including schools, charities and businesses, with a particular focus on employment law. Analytical and very well organised.

**West Sussex County Council**

**2015 – present**

**Trainer, Governor Services Team within the Children’s Services Department**

Recruited as part of a small team to deliver specific training courses to Governing Bodies within schools, and to new Governors as part of their County-wide induction. Additional courses I deliver include Preparing for Ofsted, Governor Visits, Outstanding Governance.

**BAA Airports Ltd**

**2001 – 2008**

Learning & Development Consultant (p/t)

**2005 – 2008**

- As part of L&D change programme, delivered L&D reporting to the business for the first time, capturing spend and other business critical measures, linked to strategy and able to identify savings.

Learning & Development Manager, Corporate Office

**2003 – 2004**

- Achieved 20% improvement in the standard of the Performance Planning cycle, including designing, co-ordinating and running a half day workshop for c.180 Senior Managers in the organisation to promote changes to the bonus structure and to reinforce best practice

HR Advisor

**2001 – 2003**

- Supported the Construction Division (totalling over 300 employees) in day-to-day HR issues including recruitment, redundancy, disciplinary and grievances

**Schering Health Care Ltd** (pharmaceuticals)

**1997 – 2001**

**Personnel Officer**

Provided HR support to the predominantly field sales and marketing functions, plus some clinical research and administrative functions too.

**AgrEvo Ltd** (formerly Schering Agrochemicals) Chemical production site

**1989 – 1996**

**Personnel Officer**

Progressing from Personnel Assistant to Personnel Officer and completing CIPD qualifications via day release study. Provided advice on employment relations issues for this unionised site including ballots for strike action and management/union meetings. Final project involved 6-month SAP implementation for HR and payroll – capturing and improving processes, ensuring details accurately reflected what was required as basis for pay calculations.

**EDUCATION & QUALIFICATIONS**

MCIPD, Chartered Member, having initially graduated in 1995

2005

MA, Managing Human Resources, Kingston Business School

1999

## **TRAINING**

TUPE Employment Law Masterclass – 2014; Employment Law Updates – 2015 and 2016  
Coaching for Performance  
Project Management  
Psychometric Testing trained – Levels A & B for The British Psychological Society  
Experienced in, and Licensed to use: MBTI, OPQ, MAPP, DISC, Me2 for creativity  
Hay Job Evaluation  
Competency based interviewing skills  
Assessment Centre Designer, Observer trained

## **VOLUNTEER AND COMMUNITY WORK**

Governor at Holy Trinity CE(A) Primary School, Cuckfield 2010 to present

As Co-Chair of Governors for the last two years I worked with staff and governor teams leading our school expansion and appointed a new substantive head while ensuring good interim arrangements were in place. Identified gaps and risks for the school and worked with the interim and incoming heads to address these ahead of our forthcoming Ofsted Inspection, while keeping track of the challenging financial plan.

Managed the Community Debt Advice Centre, Burgess Hill 1999 – 2006  
During this time trained Advisors at other start-up centres across the South of England.