

Caroline Anne Robertson

ActifHR Limited

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Profile

A highly competent, thorough and experienced Employment Law Consultant, with excellent analytical and communication skills. Commercially focused and able to deliver proactive Employment Law and HR solutions aligned to business needs. Accustomed to participating fully at Board level to assist in developing Employment and HR strategies and training. Running ActifHR and Employment Law Support to include business development, marketing and operational management. Qualified Employment Lawyer in 1999.

Key Skills

- Presenting clear and logical solutions to complex problems
- Applying thorough knowledge of Employment legislation in real business situations
- Pro-active and practical approach to business needs using breadth and depth of experience
- Excellent relationship building, communication and influencing skills
- Writing and drafting documentation, forms, policies and correspondence in plain English
- Delivery of training courses and workshops on the practical application of Employment Law and HR
- Business management, strategy and operational skills

Work

ActifHR Limited, CEO

Nov'14 to Present

Based at Silverstone Circuit, our specialism is advising High Performance Engineering businesses to ensure their teams perform to the best of the capabilities. Assisting with the three phases of HR management: getting the right fit; managing people and where necessary releasing people. Experts in interviewing; induction programme design; behavioural profiling, probationary reviews; performance reviews and management; change management; HR training, disciplinary and grievance procedural support; redundancy programmes and consultation and assisting with termination of employment.

Employment Law Support, Proprietor

Feb'01 to Present

Sole proprietor in Employment Law Support, a consultancy service to business on all aspects of Employment Law, procedures and HR advice to include: performance management; dealing with short-term and long-term sickness; disciplinary and grievance procedures; redundancy; employment contracts and company handbooks; consultancy agreements; self employed and fixed contracts; training repayment agreements; dealing with maternity, paternity and parental leave; advising on Employment legislation and regulations including TUPE, company reorganisation and Settlement Agreements and assisting with Employment Tribunal claims.

Document Consultant, The Legal Document Company Ltd (Milton Keynes)

Oct'02 to Jan'03

Drafting Company employment and commercial legal documents.

Employment Solicitor, Tollers (Northampton)

Jan'01 – June 01

The core work of this medium sized firm is commercially based. Handling own case load as well as assisting the team, to include advising on all aspects of:

- unfair and wrongful dismissal, sex, race and disability discrimination claims, Working Time Regulations, Minimum Wage Act, TUPE, unlawful deduction from wages, long-term illness and disciplinary and grievance procedures
- Drafted contracts of employment, company handbooks, service agreements and compromise agreements

- Preparation for interlocutory and final hearing in the Employment Tribunal
- Negotiation with ACAS and opposing solicitors to reach a settlement
- Provided regular up-dates to clients on changes in legislation

Employment/Commercial Solicitor, Kippax Beaumont Lewis (Bolton)

Advising on all aspects of Employment Law

Mar'99 - Dec'00

Commercial law: review and drafting commercial agreements. Appointed to the Marketing Committee to plan the firm's marketing strategy. Wrote and developed the Employment Department's precedent package

Trainee Solicitor, Kippax Beaumont Lewis (Bolton)

Trained in Employment Law, Litigation, Private Client and Family law.

Mar'97 - Mar'99

Paralegal, Cameron McKenna (Hong Kong)

- Assisted the litigation department in drafting documents and case research
- Organised mediation seminars on behalf of the Hong Kong Government to minimise construction delays at the new airport

Oct'94 - July 95

Managing & Illustrations Editor, The Guidebook Company (Hong Kong)

- Managing Editor of the *Our World in Colour* series
- Set production schedules and co-ordination of contributors
- Commissioned international photographers, negotiated contracts, sourced archive images and edited illustrations and photography

Mar'90 - July 94

Associate Editor, Asian Sources Media Group (Hong Kong)

- Researched and edited guides on trading in foreign countries

Dec'89 - Mar'90

Volunteer Worker, Kenyan Child Welfare Society (Kenya)

- Teaching children English and Mathematics in rural villages
- Writing project proposals to secure funding

Dec'84 - Sept'85

Education

Metropolitan University of Manchester, Legal Practice Course

Additional Options: commercial, matrimonial - Commendation

Sept'95 - July 96

Metropolitan University of Manchester, Common Professional Examination

Two year part-time with the University of Hong Kong

Undertaken whilst in full-time employment

Oct'92 - June 94

University of Southampton, BSc Hons Geography (2:2)

President of the University Geographical Society

Oct'85 - June 88

The King's School (Worcester) – 3 A'levels – Grade A, B, C

Sept'82 - July 84

The Alice Ottley School (Worcester) – 9 O'Levels

Sept'71 - July 82