

CV - Graham S Greenham

Personal Details

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Profile

- I have good oral and written communication skills and have worked with all levels of staff within the Home Office; from senior Directors to office messenger staff. I believe my knowledge best suits a post within a Resource Management or Project Management area of a department. Since 2008 I have been working as part of the Home Office Relocation Team in the project to move the Headquarters building and associated sites to Slimmington. My role was to co-ordinate the development area of the office in its move and to oversee the construction activities of the external sites at Slimmington.
- For my example in providing team working skills I was awarded the Home Office Chief Executive's Award for Excellence for 2008.
- I have a sound knowledge of the standard office software applications, namely Word, Excel, MS Outlook, plus a general knowledge MS98 Project software and its application. I have gained a sound understanding of the PRINCE2 project management processes through the use of these methods in relocating the Home Office.
- A wide knowledge of external agencies and private sector organisations.
- I work best when given clear direction together with flexibility to make my own decisions as to the prioritisation of work tasks. I work well within a team environment.

Career Background/Employment History - Home Office

2007 - 2009 - Relocation Transition Co-ordinator

- Responsible for the co-ordination of the Technical Development area together with the Observations Facilities support section.
- The work involved extensive communication with staff both via e-mail, telephone, face-to-face meetings and through Word produced documentation.
- All levels of staff were involved together with significant interaction with Consultants and outside agencies.

2001 - 2007 - Resource Management and Site Manager - Rutherford Park

- Worked on the Government-directed Market Test of the Home Office Engineering section. I worked on producing the Statement of Requirement for the Client side. Having had previous knowledge of Market Tests I provided very valuable support to the project manager who was completely new to the subject.
- Following the end of the market testing work I was tasked with putting together an internal 'Service Level Agreement' (SLA) which Engineering customers were asked to sign up to. I made a significant contribution to a clearer understanding of the services provided by the Engineering Services section.
- Subsequently tasked by Head of Branch with responsibility for dealing with branch liaison with Human Resources matters. The liaison work with HR involved amongst other tasks the vetting of all adverts for posts, job evaluation work, and manpower budget forecasts.

1999 - 2001 - Property Services

- Worked on creation of a new management post within the office.
- The work highlighted some significant areas where savings could potentially be made.
- Work achieved refunds to the value of £75K.
- Worked on a project to reconfigure the National Centre. This involved considerable communication with the staff working in the area and required delicate handling due to the nature of the changes being made as to how staff carried out their duties.

Education and Qualifications

I am educated to degree standard through obtaining an Open University BA degree whilst employed by the Home Office. The degree covered a broad range of subjects from Economics, Sociology, Decision Making in Organisations, environmental issues (a thesis was required involving a local environmental issue).

Interests

My outside interests revolve around keeping myself physically fit; I have taken part in several local half marathons including the Great Nunton Run twice.

I enjoy cycling, both on a gym bike and around the countryside. I also have a keen interest in the history of the American Civil war.

I spent several years studying in my own time for my Open University degree which involved a considerable degree of application particularly studying during the summer evenings!