

Graham S Greenham

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PROFILE

A motivated and proactive team worker with significant experience of resource management and project work. Developed a wide knowledge of external agencies and private sector organisations achieved by working effectively with all levels of staff within the Home Office including external contractors. Seeking a challenging opportunity to work within a project or resource management team.

- Awarded the Home Office Chief Executive's Award for Excellence for example in providing team working skills.
- Developed an internal 'Service Level Agreement' (SLA) for the Engineering customers providing a clear understanding of the services provided by the Engineering Services section.
- Highlighted significant areas of energy saving resulting in achievement of refunds of £75,000.

KEY SKILLS

Project Teamwork

- Working as part of the Home Office Relocation team in the project to move the Headquarters building and associated sites to Slimmington, co-ordinated the Development area of the Office in the move.
- Responsible for overseeing the construction activities of the external sites in Slimmington.
- Worked on a project to reconfigure the National Centre communicating with staff working in the area with tact and diplomacy on the changes to the ways in which staff carried out their duties.
- Sound understanding of the PRINCE2 project management processes and general knowledge MS98 Project software and its application.

EMPLOYMENT HISTORY - HOME OFFICE

2007 - 2009 - Relocation Transition Co-ordinator

- Responsible for the co-ordination of the Technical Development area together with the Facilities support section.
- Undertaking extensive communication with staff both via e-mail, telephone, face-to-face meetings and through Word produced documentation.
- Interaction with staff at all levels combined with collaborative work with Consultants and outside agencies to achieve successful relocation.

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

- Involved in Government-directed Market Test of the Home Office Engineering section, producing the Statement of Requirement for the Client side.
- Provided constructive support to newly appointed project manager utilising previous knowledge and experience of Market Tests.
- Assigned responsibility by Head of Branch as key point of contact with Human Resources, undertaking vetting of all adverts for posts, job evaluation work, and manpower budget forecasts.

1999 - 2001 - Property Services

- Responsible for the creation of a new management post within the office with the objective of reducing costs.
- Undertook project work to reconfigure the National Centre.

QUALIFICATIONS AND TRAINING

BA in Economics and Sociology

Subjects included Economics, Sociology, Decision Making in Organisations and environmental issues.

Competent user of MS Office software applications: Word, Excel and MS Outlook.

INTERESTS

Enjoy an active lifestyle including cycling and running. Have taken part in several local half marathons, including the Great Nunton Run twice.

Interests include studying by Open University and research into the history of the American Civil War.

REFERENCES

Available on request.