

Annotated CV example

Full management responsibilities of a team inclusive of graduate scheme staff supporting the following key functions. These include:

Significant experience of managing and leading a team, responsible for undertaking a full range of management functions. These include:

- Setting individual staff objectives on a personal level and a team and service level.
- Undertaking supervisions and 1:2:1's, ensuring discussions are captured and where necessary actions are completed, feedback provided and monitored going forward.
- Developing, agreeing, and monitoring learning and development programmes.
- Undertaking team meetings, setting agendas, maintaining action logs to support outcomes and feedback.
- Undertaking sickness absence interviews in accordance with policies and procedures.
- Conducting disciplinary and grievance interviews.
- Recruitment of staff as well as undertaking full induction programmes.

I have drawn on my previous experience working as a Business Support Team Leader for 10 years managing a large team as well as an Administrative Officer within the organisation. Over that time, I have refined and improved learnt skills and techniques to assist with getting the best from a team through clear communication, setting clear objectives, providing autonomy and support. These are on the job skills that I have learnt, which have resulted in a successful and productive team to date.

In addition, through undertaking professional learning via the Institute of Leadership and Management (ILM) both ILM 3 and 5, these opportunities have provided the skills, techniques and tools to best support staff in achieving objectives individually and collectively and has supported with the development of staff, gaining relevant skills to support career progression.

Annotated JD example –

Project Management and Methodology:

To work across the department, encouraging a cross divisional approach by working with all relevant professionals and sources of expertise at the appropriate point in transformational work to support change management and implementation programmes.

I am responsible for promoting collaborative working as the Business Transformation and Programmes core team's capacity to deliver on key projects can be supplemented through additional resources being provided from across the department. This is done through sourcing staff from the relevant service area working on the project in addition to undertaking their regular duties or by staff being seconded from service areas where improvement initiatives are taking place and being allowed by their Head of Service or Senior Service Manager to work full time on the project. Graduate scheme placements are incorporated into the team to broaden their knowledge and experience by working across the department on specific projects.