

Emma Ford

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A specialist in the development of strategy and process for the recruitment of interns and graduates.

An expert on employability skills and a qualified coach enabling people to manage their own career and future. Excellent operational and project management skills with the ability to act both strategically and operationally supported by proven interpersonal and influencing skills, including leadership, coaching and team working.

Independent Consultant

- Warwick Business School, career coach, mock competency & scenario interviews for MBA graduates, rebooked for 2008/09.
- DSGi (Dixons), development of new graduate programme and selection process.
- Institute of Physics, presentations on Assessment Centres and CV clinics, rebooked for 2008.
- Lighthouse Professional Development Ltd, one day workshop for teachers - Career Coaching in the Classroom.
- Institution of Mechanical Engineers consulting on Employability (career clinics, presentations and writing materials on employability for young people - 14 years upwards - for publication on website).
- Centrica, development of programme to 'Keep Interns Warm'.
- Stepstone Obvious, Associate (interviewing for Microsoft and DHL).
- Numerical Algorithms Group (NAG) Ltd, consultation to improve marketing of careers, resulting in recruitment increasing from 0 to 12 new hires.
- Telefonica, advice and support to develop MBA programme.
- Sutton and Merton Primary Care Trust, pilot of more rigorous screening process, 150 applications to 10 interview places for one role.
- Association of Graduate Recruiters Magazine, article published on coaching for graduates.
- Southampton University, in conversation with Professor of Chemistry to offer workshops on Employability to 4th year Chemists, waiting to hear if funding granted.
- Career and performance coach, independent clients.
- Member of International Coaching Federation.
- Member of the Association of Graduate Recruiters.
- Affiliate member of CIPD.

BP 1989 – 2006

BP Group - One of the world's largest companies with an annual turnover of \$262 billion (2005), a global energy company employing approx 93,000 people in 26 countries.

Selection Consultant, Europe 2003 – July 2006. Reporting to Vice President, European Resourcing

- Annual budget of £800,000 to deliver graduate and intern selection processes, interviewer training across Europe and tools and processes to support experienced hire selection.
- Winner of Association of Graduate Recruiters 2005 Graduate Recruiter of the Year; 2006 short listed Graduate Recruiter of the Year; 2006 winner Intern Recruiter of the Year.
- Winner of National Council for Work Experience: 2006 Work Experience Provider (large company).
- Development, planning and execution of graduate/intern selection processes in Europe.
- Management of Offer process for technical graduates to Exploration & Production business
- Point of contact in Europe for all training relevant to selection.
- Selection support for recruitment of experienced hires.
- Shared best practice on selection globally and also for Global MBA programme.
- Management of out-sourced suppliers to administer selection processes for the business, from strategy and process to events. Including the procurement of new supplier for European programmes.
- Managed HR Graduates on development programme, including coaching, appraisals and feedback.
- Selection Expert on UK Graduate Senior Management Forums
- Involvement in development of graduates and linking development to selection process.

Graduate Resourcing Adviser 2000 – 2003. Reporting to Head of UK University Recruitment

- Development, planning and execution of intern and graduate selection events in the UK.
- Continuously improve and develop a flexible but standardised recruitment template which delivers for all disciplines.
- Streamline and improve process/communication between businesses, external supplier and resourcing team.
- Host and manage university presentations, including production of new materials.
- Coaching of new Intern Adviser.

Community Affairs Advisor 1997 – 2000. Reporting to Director of Social Investment

- Responsible for London Community projects, raising profile of BP working with community groups, schools and charities.
- Director of East London Small Business Centre and member of Islington Police Community Group, as part of BP's Social Investment policy for London
- Management of BP Educational Service, providing educational materials for all schools in the UK.
- National co-ordinator and Area co-ordinator (London) for BP Schools Link Scheme, working with BP employees, teachers and children to offer sustainable projects in line with BP values and the National Curriculum. 250 schools nationally, 25 schools in London.
- Management of BP's retiree programme in UK, linking with Amoco programme in the US.

Deliverables whilst at BP

Developed processes to attract and manage up to 6000 applications annually through application, screening, first round interviews and assessment centres, to deliver approx 150 graduate offers and 100 intern offers across 17 areas for a multi-national global organisation.

Led and project-managed a major in-sourcing programme from an external provider, focussing on key recruitment activities and processes. Project completed in 5 months.

Managed experience hire HR selection process for experience hires, from sourcing supplier to delivery of assessment centres in 10 weeks as a result of business re-organisation.

Design of core assessment templates to enable recruitment of scarce skills and specialists aligned with business requirements, ensuring adaptability for global and local delivery i.e. Iran, Trinidad, Angola and Azerbaijan.

Development of early experience programme for specialists in conjunction with Business Managers

Design and delivery of key recruitment training courses, using competency and technical development of managers and specialists to provide skills required for assessment in line with employment legislation.

Standardisation and development of selection tools and processes across on a pan-European basis, ensuring fair and auditable procedures delivering business requirements

Management of BP's educational projects including the high profile Schools Link Scheme and Educational Service. Delivering projects which were sustainable and in line with BP values and the National Curriculum. 250 schools nationally.

Other:

- Instructor and volunteer at South Bucks Riding for the Disabled Association
- Welfare Representative in Berkshire for British Horse Society
- Committee member and volunteer for Windsor and Maidenhead Job Club, supporting unemployed team leaders and managers back into work