

# J. Stanislas

Looking for a role which offers the opportunity to develop new skills whilst using current experience.

Over 10 years' experience in administration and I.T with a Degree in Computing is an enabling factor in developing good organisational processes, an analytical/logical approach to tasks and the ability to work under pressure. Having worked within the NHS and charity sectors, I can work well on my own, and as part of a team.

Main strengths are adaptability, dependability, ability to manage own time, and the resolve to get a job done as proven by varied work experiences in administration, mentoring, Web design and Health and Safety. There is always room for self-improvement, and that gives me the motivation to learn something new both professionally and personally.

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## Employment

### September 2022-Current Date◆Octavia Social Housing◆Corporate Health & Safety Manager

Providing leadership and guidance regarding all aspects of corporate Health and Safety to key stakeholders. Ensuring that the Health and Safety management system is up to date.

Developed and maintaining the Health & Safety SharePoint site for providing one-stop access to health and safety information, sourcing and managing suppliers of health and safety services, and writing policies, procedures, and other safety documents.

Supporting the Head of Corporate Health and Safety by analysing and compiling reports for the board, investigating accidents and incidents, and conducting training throughout Octavia.

Used Microsoft 365 platforms and a variety of other software to undertake the following:

- ◆ Created a virtual induction training session for volunteers in health and safety via Microsoft forms, with associated power automation for notification purposes, that they can access externally.
- ◆ Developed and hosted a health and safety induction session online for staff on the Docebo learning platform.
- ◆ Implemented a PowerApps application where staff can apply to become mental health first aids, as well as a flow for managers to approve their request.
- ◆ Uplift Black Staff Network group: Improved promotional material, hosted Black History Month event 2 years in a row in person and through Microsoft teams to boost group exposure, and recently voted in as Chair.
- ◆ Created and implemented a “click and collect” system for the issuing of lone worker devices to remote users.

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### January 2019 – September 2022◆Cancer Research UK◆Health & Safety Advisor◆ Supporter Led Fundraising & Engagement

Provided competent Health, safety and wellbeing advice and support to the activities of the Supporter Led & Fundraising Engagement Department, which includes working with Supporter led events, Organisational projects affecting the department and supporting the organisation in their achievement of a positive health safety and well-being culture. The role encompasses anything from auditing 10% of Supporter led fundraising events, conducting health and safety inductions departmental and organisational, to investigating accidents/incidences. Carried out mental health induction workshops to departmental staff.

Project managed the implementation of a mobile device and app system to support lone workers in higher risk areas.

Used a software platform (Checkbox) to undertake the following:

- ◆ Collaborated with and trained the ops team to streamline event notification process to various departments.
- ◆ Replaced Supplier vetting form with an online form to reduce paper usage in this area by 100%.

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Used Microsoft 365 platforms to undertake the following:

- ◆ Created an approval sign off process for event related documentation.
- ◆ Creating the Event health and safety training course to reflect current practices - virtual and interactive.
- ◆ created a virtual pdf emergency contacts document for supporters that allows them to dial a specific number straight from the document onto their phone, thereby eliminating the spend on physical business cards.
- ◆ Migrated H&S policies and procedures from in-house intranet to a new creation on SharePoint.

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## January 2016 - December 2018◆ Cancer Research UK◆ Health & Safety Officer◆ Trading (Retail)

Provided health and safety support, guidance and Reporting on Health and safety areas for the Trading portfolio of charity shops, superstores and Warehouses, and their fundraising activities.

Provided advice on specific risk assessments, for staff and volunteers, carrying out investigations, monitoring monthly trends in accidents/incidences, and insurance claims, liaising with the learning and development team in relation to H&S training (overall and specific) for shops, warehouses, and superstores.

- ◆ Coordinated and conducted accident/incident investigations.
- ◆ Implemented a trial of a new style of tagging guns in key areas of our trading portfolio of shops. Upgraded and published the “You and Safety” handbook, for volunteers in retail.
- ◆ Streamlined and automated our process of reporting fire drills for the portfolio through an online application (checkbox). Created and automated online witness statements for accidents for anyone to complete.
- ◆ Transposed the HSE stress management creating an online version of the HSE tool that gauges the mental health of employees.
- ◆ Implemented a warning alert system for sites in relation to adverse weather.

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## November 2013 - December 2015◆ Dogs Trust◆ Health & Safety Advisor◆ Facilities

Oversaw Dogs Trust H&S activities for rehoming centres, charity shops and head office. conducted investigations where necessary.

Consulted with Human Resources to streamline health and safety inductions and maintenance workshops for the maintenance operatives throughout the organisation.

Implemented outsourcing H&S Training for additional subjects and created In-House Training sessions, implemented Safe systems of work by streamlining the permits to work and contractors visiting system, and involving procurement in the due diligence process which linked with the permits to work.

Upgraded the online accident reporting system (info exchange), so that it linked in with the Dog registering system which makes it easier (where applicable) to have oversight of dogs and incidents.

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## December 2007 to October 2013◆ National Children's Bureau◆ Health & Safety Coordinator◆ Facilities

Provided all front-line health and safety support and advice at NCB's London head office, regional offices, and partner organisation, raised office health and safety standards, with a key focus on ensuring that NCB and partner organisations comply with relevant legislation. Conducted and oversaw workspace assessments, delivered training for all members of staff with regards to health and safety, fire awareness.

Implemented and conducted health and safety inductions, and online workplace assessments. Created tenders for and liaised with suppliers regarding external training, servicing of certain systems i.e., fire alarm and extinguishers and specialist office equipment. Supervised office relocation programs regarding desk layout and room spacing. Created a system for monitoring water temperatures in our offices, organised trips (flights, accommodation) to NCB's office in Belfast for staff.

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## October 2004 - December 2007 ◆ NHS Tower Hamlets Mile End Hospital◆ Adult Psychology Administrator◆ Psychological Services

Provided administration support for the adult psychology department Front line reception, general secretarial duties, communicating with patient enquiries via the phone and in person, coordinated orders, supplies, deliveries, monitoring of absences and leave, timesheets for temporary workers, new appointment of staff, induction of new staff, exit procedures when staff leaves, liaising with HR with regards to occupational health and CRB checks.

- ◆ Supported the Bangladeshi Access Service and the Tower Hamlets Early Intervention Service
- ◆ Created an online room booking system for multiple consulting rooms.
- ◆ Created a system that recorded and monitored patient activity and contact process.
- ◆ Created information leaflets about the services and circulated to various health organisations.
- ◆ Maintained and recorded referrals made to the department. Oversaw a relocation programme of a department from one building to another.

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## Previous Employment Experience

Dates	Employer	Role	Key Duties
NOV 2002 MAR 2005	Redbridge Primary Care Trust	P/T Family Planning Clerk	Provided front line reception, opening clinics, and managing patient enquiries with regards to sexual health via the phone and in person, booking appointments, collating statistics, and liaising with young patients.
APR 2002 SEP 2004	Direct Staff Agency	P/T Temp Administrator	Various duties included: Monitoring family planning activity statistics across the boroughs of Ilford, Barking, and Redbridge and ordering supplies for family planning clinics across the boroughs, Data entry (evening work) inputting advertisements on to a newspaper website.
MAY 2000 NOV 2001	Stepstone Recruitment	Web Designer	Created Logos, banners, and web presentation pages for clients onto a live Interactive website, ensuring that client pages conformed to corporate imaging and branding standards, liaised with clients to ensure maximum efficiency of the products, booked, and maintained banners onto the live site via Ad Manager.
APR 1999 JUN 2000	Adecco Agency	P/T Temp Administrator	Various Clerical assignments (whilst in full time education) which included the use of Nat West Bank (currently HSBC) in house (Rumba) and CHAPS data entry system and the Royal Mail's in house (Sunrise) postage system.
MAY 1996 NOV 2001	Manpower Agency	P/T Temp Administrator	Various assignments (whilst in full time education) which included working for Royal Bank of Scotland: administration for purchasing and sales, Nat West Bank headquarters: oversaw the transfer of one wage system (Excel) on to another (Access), Personal assistant to the Information Technology Manager.

## Volunteering Experience

Dates	Employer	Role
July 2024 – Current	Octavia Housing	Black Network Chair
October 2012-May 2018	HTW Counselling Services CIC	Company Secretary
May 2010-December 2012	National Children's Bureau	Young Person's Mentor
Feb 2009- September 2010	Beat Bullying	Online Counsellor

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July 2008- December 2009	Carer's Barking & Dagenham Eaves Women's Aid	P/T Counsellor
September 2006– July 2007	ThePlace2Be	Play Therapist

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## Qualifications

Educational Establishment	Course /Qualification Details
Advance training Academy, London	C&G Level 3 Award in Education & Training (2022)
NCRQ (online)	NCRQ Level 6 Certificate Health & Safety (2021)
Behavioural Safety	IOSH Certificate in Behavioural Safety (2017)
Brockenhurst College Online	NCFE Level 2 Business and Administration (2013)
College for Management Sciences, London	Diploma in Hypnosis & Hypnotherapy (2012) NCFE Diploma in Counselling
RRC Training Centre, London	NEBOSH General Certificate Health & Safety (2011)
De Montfort University, Leicester	BSc Computing (1999)
Newham Community College, London	BTEC National Diploma Computing Studies (1994)
North London Community College, London	BTEC First Diploma in Information Technology Applications (1992)
Bishop Challoner RC School, London	GCSE English