

# Lyn and Glenn Foord

## Curriculum Vitae

### Personal Details

**NAME:** Lynette (Lyn) Foord

**NATIONALITY:** NEW ZEALAND

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## **Personal Statement**

I am a well-balanced, motivated, dedicated, compassionate, reliable individual with a good sense of humour. I enjoy working professionally with others and ideally seek a position to utilise these attributes. My skills range enables me to effectively perform a variety of work tasks. My flexibility and interpersonal (written & verbal) skills make a positive contribution to a range of environments; and my versatility to safely adapt to any work condition in a timely manner would prove an asset to any employer.

## **Personal Attributes and Skills**

- Reliable, well organised, logical, practical and a driver of teams
- Dedicated and Compassionate
- Excellent work ethics
- A fast learner, who thrives in a demanding and challenging environment
- Goal driven with a strong desire for the end result
- Positive attitude with flexibility and a hands-on approach to Management
- Adaptable to change
- Strong communication skills that facilitate collaboration across all aspects of the business
- Excellent interpersonal skills (verbal / written)
- Self-starter that takes the time to make the correct decision
- Leadership development, outcomes negotiation and problem-solving skills
- Responsibility, accountability and reporting skills
- Organisational and time management
- Computer literacy word /excel / email

## **Education and Training**

- Diploma Human Resources Management
- Diploma Work Health Safety
- Certificate IV Training / Assessment / Education
- Certificate Injury Management
- Certificate IV Business
- Certificate IV Hospitality
- 4098 Workplace Assessor
- Workplace Drug and Alcohol 8.3 – 25511/25458
- Plan and Implement rehabilitation / Health Strategies
- Manage rehabilitation / return to work programs
- Culture Diversity Training
- People Management Essentials
- Hazard and Risk Management

## Work History

**COMPANY:** WAITOMO VILLAGE CHALETS

**DURATION:** NOVEMBER 23 – PRESENT

**POSITION:** *Complex Manager*

**Responsibilities:**

As complex Managers of a 20 room Chalets plus Lodge total of 124 beds, we manage all aspects of running a successful Complex.

**COMPANY:** LAKE TEKAPO VILLAGE MOYELS

**DURATION:** JULY 2022 – NOVEMBER 23

**POSITION:** *Complex Manager*

**Responsibilities:**

As complex Managers of a 19 room plus 33 back packer beds, we managed all aspects of running a successful Motel complex. **(Made redundant due to sale of motels)**

**COMPANY:** CANTERBURY DRIED FOODS LTD / WOODBURY DOWNS LTD

**DURATION:** SEPTEMBER 2018 – NOVEMBER 23

**POSITION:** *OPERATIONAL Human Resources / Health & Safety Manager*

**Responsibilities:**

- Promote equality and diversity as part of the culture of our organisation
- Operational Management of all staff
- Rostering of all staff across departments
- Budget control for Wages / ACC/ Health & Safety / Staff training / Payroll Tax / Purchasing
- Preparation of all contracts and on boarding documentation for all staff
- Overseeing all departments to ensure all staff are maintaining satisfactory work patterns and achieving required work outcomes.
- Continual review and updating of Policies and Procedures to ensure company and legislative requirement are meet.
- Training of Manager s/ Supervisors in workplace culture and diversity
- Wage / Salary negotiation and review

- End to End recruitment
- Develop and Maintain Health Safety Wellbeing & Emergency management.
- Fortnightly payroll (Time hub / Crystal Payroll / Xero)
- Identifying and mitigating people risks.
- Conducting workplace investigations / mediation and disciplinary meetings
- Advise employees on current policies / procedures & practises.
- Support employee engagement practises / employee grievance resolution
- Employee Training / Learning and Development
- Immigration / Visa's / Compliance
- ACC, injury management / Return to work / rehabilitation
- Monitor and maintain Work health and safety systems.
- Work Health and Safety training and compliance

## Work History

**COMPANY:** HERMITAGE HOTEL

**DURATION:** JULY 2016 – JULY 2018

**POSITION:** *Human Resources Manager*  
Staff – Summer 238 / Winter 170

**Responsibilities:**

- Promote equality and diversity as part of the culture of our organisation.
- Preparation of all contracts and on boarding documentation for all staff
- Continual review and updating of Policies and Procedures to ensure company and legislative requirement are meet.
- Wage / Salary negotiation and review
- Advising the GM and Employees on all matters pertaining to HR / IR /ER
- Develop and Maintain Health Safety Wellbeing & Emergency management.
- Staff Accommodation – Act on behalf of the company as the landlord for all staff accommodation and communal living areas
- Ensure staff accommodation is assigned appropriately for team members based on needs / contractual obligations ensuring a transparent system.
- Creation and implementation of company Induction
- Contractor Inductions
- Ensure all Payroll is accurate and support payroll personnel.
- Identifying and mitigating people risks.

- Conducting workplace investigations / mediation and disciplinary meetings
- Advise employees on current policies / procedures & practises.
- Support employee engagement practises / employee grievance resolution
- Social / Community / Environmental
- Employee Training / Learning and Development
- End to end recruitment
- On boarding / Induction Qual linked / Orientation for all new staff
- Immigration / Visa's / Compliance
- Apprenticeship Training and Coordination
- Drug & Alcohol Testing
- ACC, injury management / Return to work / rehabilitation
- Monitor and maintain Work health and safety systems

## Work History

**COMPANY:** **GOLDFIELDS INDIVIDUAL & FAMILY SUPPORT ASS INC**  
**NOT-FOR PROFIT (RETURNED TO NZ DUE TO FAMILY BREAVEMENT)**

**DURATION:** OCT 14 – DEC 15

**POSITION:** ***Human Resources Manager***  
 Staff 120 three locations

**Responsibilities:**

- Provide Strategic direction and leadership on the development of appropriate HR policies across the organisation.
- Relationship management with all stakeholders
- Promote equality and diversity as part of the culture of our organisation.
- Negotiating with staff and their representatives on issues relating to pay and conditions / EBA.
- Advising the Board and Employees on all matters pertaining to IR / ER / Work Health Safety
- Management of Administration Staff x3
- Rostering of staff
- Payroll 120 staff (FT / PT / Casual) **MYOB**
- Creation and implementation of company Induction
- Performance Management
- Conducting workplace investigations / mediation and disciplinary meetings
- Advise employees on current policies / procedures or practises.
- Support employee engagement practises
- Employee grievance resolution

- Assisting in development and implementation of continual improvement strategies
- Employee Training / Learning and Development
- End to end recruitment
- On boarding / Induction / Orientation for all new staff
- Immigration / Visa's
- All Apprenticeship Training and Coordination
- Approval of Medicals
- Writing of Position Descriptions
- Epilepsy / Fire Safety Trainer
- Executive Committee Team member
- Rostering
- Return to work / rehabilitation.
- Monitor and develop policies / procedures.
- Monitor and maintain Work health and safety systems.
- Indigenous training / Mentor
- ITEP reporting and accountability.

## Work History

**COMPANY:**

**COMPASS GROUP**

**DURATION:**

March 2012 – April 2014 (Redundancy)

**POSITION:**

***Project HR Advisor / Injury Management Coordinator  
Training Coordinator***

Gorgon Project Barrow Island WA – staff of 640

**Responsibilities:**

**HUMAN RESOURCES ADVISOR**

- Advise Project Manager / Site Management on all ER/IR Matters
- Project support
- Payroll Support 400 + (Pay global)
- Workplace Investigations / Mediation
- Attend contractor IR meetings.
- Liaise / report to Client on all IR issues.
- Client Audit
- Union Interaction / Negotiations
- Performance Management
- Conducting workplace investigations and disciplinary meetings
- Advise employees on current policies / procedures or practises.
- Support employee engagement practises
- Employee grievance resolution

- Support of direct employees to ensure that all needs are met in a timely manner.
- Updating and keeping of all personnel files
- Providing and maintaining a quality service across the project to ensure that the HR / injury management service provided supports ESS objectives and meets client expectations.
- Assisting in development and implementation of continual improvement strategies
- Employee Training / Learning and Development
- On boarding / Induction / Orientation for all new staff
- Relationship / Networking Management
- Immigration / Visa's
- All Apprenticeship Training and Coordination
- Recruitment / Reference Checking
- Mobilisation of staff / Flights
- Approval of Medicals
- Writing of Position Descriptions
- Support of the ITEP Program / Mentor

## Work History

### **Responsibilities continued:**

#### **INJURY MANAGEMENT COORDINATOR**

- Coordinate, review, monitor all injury / illness management for ESS on the project.
- Implementation and coordination of all return-to-work plans
- Weekly reporting / meetings with the KJV injury management
- Advising Project Management and line managers on all return-to-work plans
- Facilitating and attending medical appointments for all injured workers
- Liaise with Medical professionals to ensure correct treatment.
- Liaise with the Company's insurers on all Workers Compensation
- Ensure staff had a full understanding of their treatment / entitlement's will off work.
- Liaise with injury prevention specialist to prevent workplace injury's.
- Case conferences with all stake holder's weekly
- Assist all staff of Island with RTW strategies / plans to ensure timely return to work.

- Assisting in development and implementation of continual improvement strategies for injury management
- Promote and support the strong Health, Safety, Environment and Quality culture.
- Coordination of Project Drug and Alcohol
- EAP coordinator
- Approval of Medicals
- Management of Worker's Compensation
- Payroll for all off Island staff
- Liaise with RTW host sites when required.

## Work History

**COMPANY:**

**GREENLINE AG (JOHN DEERE)**

**DURATION:**

Jan 2009 – February 2012

**POSITION:**

***Human Resource / Work Health Safety Manager***

*Staff of 120 over 7 locations (WA)*

**Responsibilities:**

- Staff management
- Risk Management
- Workshop Safe Practices
- Implementation of OH&S Safety Management
- Work health and Safety training
- Group IR / ER / HR functions
- Union Interaction / Negotiations
- CEA / IEA negotiations
- Group Employee Training / Learning and Development
- Group Policy / Procedure Writing and Implementation
- Management / Implementation of HRM
- Performance Management
- Change Management and Development
- Induction / Orientation
- Group Worker's Compensation
- Relationship / Networking Management
- Immigration / Visa's
- All Apprenticeship Training and Coordination
- Complete Group Recruitment
- Writing of Position Descriptions
- Dispute Resolution
- Permits and Compliance (Trucks)
- Accommodation / Rentals / Lease Agreements



## Referee's

On request.

## Personal Details

**NAME:** Glenn Foord  
**ADDRESS:** NEW ZEALAND  
**TELEPHONE:** 0223260846  
**EMAIL:** glenn-foord@hotmail.com

## Personal Statement

I am a well-balanced, motivated, reliable individual with a good sense of humour. I have a range of skills including, a strong sense of responsibility, my flexibility and communication skills make a positive contribution to a range of environments.

## Personal Attributes

- Reliable and honest
- Hard working and well presented.
- Enthusiastic, loyal and punctual
- Flexible with a good attitude
- Organised, motivated and efficient.
- Safety first Attitude

## Work History

**COMPANY:** WAITOMO VILLAGE CHALETS

**DURATION:** NOVEMBER 23 – PRESENT

**POSITION:** *Complex Manager*

**Responsibilities:**

As complex Managers of a 20 Chalets plus Lodge beds total of 124 beds, we manage all aspects of running a successful Motel complex.

**COMPANY:** LAKE TEKAPO VILLAGE MOTELS

**DURATION:** JULY 2022 – NOVEMBER 23

**POSITION:** *Complex Manager*

**Responsibilities:**

As complex Managers of a 20 room plus 33 back packer beds, as a couple we manage all aspects of running a successful Motel complex. (Left due to Redundancy)

**COMPANY:** CANTERBURY DRIED FOODS

**DURATION:** May 2020 – November 23

**POSITION:** Maintenance Team

**Responsibilities:**

- Daily maintenance as per maintenance schedule and breakdowns
- On-call duties
- Rubbish collection and disposal.
- Correct and safe use of machinery and equipment
- Grounds care
- Supporting Harvest crew when required
- Ordering and locating parts
- Liaising with Production manager to maintain correct running of all plant.
- Fleet maintenance of trucks and other mobile plant

**COMPANY:**  
**DURATION:**  
**POSITION:**

**PGG WRIGHTSONS - WATER**

September 2018 – April 2020  
Service Technician

**Responsibilities:**

- Brands worked on – Valley / Zimmatic / Irrifrance / TL
- Pivot Crashes, rebuild / replace / re-erect.
- Calculate and move end of field stops.
- After servicing of Pivots
- Noisy centre drive diagnostics
- Erecting ultra-high Pivots
- Build Pivot points.
- Total re-servicing of Pivots
- Changing oil (servicing of gear boxes)
- Head Gear / lap wires (shaft)
- Ordering and locating parts
- Hiab work
- Pumps (Lifting out/Sub pumps pulled out & replaced)
- Telehandler / Manitou / Digger

**COMPANY:**  
**DURATION:**  
**POSITION:**

**HERMTIAGE HOTEL**

AUGUST 2016 – September 2018  
Maintenance Assistant

**Responsibilities:**

- Maintaining gardens, grounds, buildings
- Assist in landscaping projects, nursery and indoor plants care, recycling and compost programs and spraying when required.
- Fleet Management / Control/ Maintenance
- Operate and maintain all machinery.
- Maintenance of all Staff Accommodation
- Room Maintenance Hermitage Hotel
- Preventive maintenance as per forward plan
- Plan winter maintenance project
- Plan and prioritise jobs to ensure time limits are met.
- Ensure all tools/ machinery are accounted for and secure at end of shift.
- Supervision of International Staff
- Ensure that a high standard of health, safety and hygiene is maintained within the working environment (wherever that may be),
- Demonstrate an understanding of both Health & Safety (including accident reporting procedures) and emergency procedures and assist if required in a hotel evacuation.

**COMPANY:** **DOWNER (CHATHAM ISLANDS)**

**DURATION:** March 2016 – May 2016

**POSITION:** ROAD MAINTAINENCE  
(Temp Contract)

**Responsibilities:**

- General Hand

**COMPANY:** **MCALEESE RESOURCES (WA)**

**DURATION:** September 2014 – April 2015

**POSITION:** MC Truck Driver – 12/6 rosters  
(End of contract)

**Responsibilities:**

- Road Train Driver (Quads)
- Road Ranger 18 speed
- Adhering to all safety requirements
- Completion of pre-starts and basic care/maintenance for vehicles

**COMPANY:** **LEIGHTON'S – BARROW ISLAND**

**DURATION:** May 2012 – March 2014

**POSITION:** MC Truck Driver – (26/9 roster)  
(Redundancy)

**Responsibilities:**

- Prime Mover – 40ft trailers
- Road Ranger 18 Speed
- Heavy Haulage – pipes, plant, machinery
- Steel Carting, including loading / fastening
- Swing lift experience
- Load handling restraint
- Low loader experience

## Skills and Training

- General Maintenance – (Mechanical, Property, Greens)
- NZ License Classes 1, 2, 3, 4, 5, 6, F, W, T, R
- F / W OSH Certificate
- HIAB – ticket
- Groundskeeper / Swimming Pool Maintenance
- Loader / Excavator Operator
- Digger Operator – 20 Tonnes
- Hazard and risk management
- Gravel & Concrete Work
- MIG Welding

**Referee's**

On request