



## Key Achievements

- Over fifteen years of HR experience within the professional services industry
- Set up my own Limited Company allowing me to work as an independent HR Consultant
- Led the HR initiative with start ups and small businesses
- Work with leadership & key stakeholders to successfully deliver HR projects and initiatives
- Confident dealing with complex employee relations matters
- Expertise in managing culture and successfully delivering change initiatives
- International experience
- Selected to go to Sydney to help set up new A&O Australia office
- MCIPD qualified
- CIPD specialist subjects were employment law and managing culture and change

## Qualifications

- Professional Qualification **Chartered Institute of Personnel & Development**  
Awarded January 2009, Westminster Business School, Westminster University
- Masters Degree **MA Personnel & Development**  
Awarded January 2009, Westminster Business School, Westminster University
- Bachelor's Degree **BA (Hons) Geography**  
Awarded 2001, Girton College, Cambridge University, England
- School **3 A Levels, 10 GCSEs**  
Woodbridge School, Woodbridge, Suffolk, England

## Employment History

### HR Consultant

#### **Sarah Byrom Consulting Limited, September 2016 - Present**

Independent HR consultant specialising in delivering strategic and operational HR support and advice in line with business strategy

I thrive working alongside business leaders to;

- Build a compelling employer brand and employee experience
- Attract, develop and retain talent
- Help build your company culture
- Deliver performance goals, reward solutions and salary review
- Inspire motivation and fulfilment at work
- Embed wellbeing, health & happiness at work
- Achieve successful outcomes in employee relations cases
- Deliver change initiatives successfully
- Design useful management information and reporting such as absence, pay, holiday etc
- Draft employee handbooks and policies in line with company culture and compliant with employment law
- Deliver manager and staff training
- Provide career coaching

Current and recent work includes;

### **HR Consultant, Inawisdom (London & Ipswich) April 2019 - Present**

Inawisdom is an ambitious and fast growing tech business in scale up phase, currently with about 70 staff. Inawisdom have engaged me as their go to HR person and I have been supporting their leadership team with a variety of people issues ahead of them establishing their HR function in house.

### **HR Consultant, Consilium Strategic Communications (London) March 2018 - Present**

CSC is a well regarded City PR firm with approximately 35 staff. I work with the Managing Partners to deliver HR support. To date I have completed a full evaluation and revision of CSC's performance review approach, including identifying an agile performance management system, a complete review and update of CSC's employee handbook and supporting policies, and also helped solve a number of complex employee relations cases.

### **HR Business Partner, Pupil (London) May 2017 - May 2018**

Pupil is a progressive and ambitious tech start up. I was engaged as Pupil's sole HR expert in Pupil's early start up days. During my time with Pupil they grew from approximately 25 to 70 employees. I worked alongside the MD and FD and reported to the COO. My role was to set and deliver the HR agenda in line with business priorities. Achievements included putting in place the employee handbook and supporting policies, setting up and managing the welcome, onboarding and exit experience, defining talent and putting in place initiatives to motivate, retain and reward talent, designing and delivering manager and staff training, solving a number of complex employee relations cases and sensitive exits, and designing and delivering management reports and staff metrics. During my time at Pupil I built trust and confidence with management and staff alike, providing HR advice and support as needed.

Other clients include **Rokker, MegaTeamOne** and **Test Digital**

### **HR Manager/ Business Partner, Banking Allen & Overy LLP (London) October 2011 – September 2016**

Key responsibilities included;

- Delivery of full suite of HR advice and support to client group of approximately 200
- Role was both strategic and operational
- Developed effective & influential relationships with key stakeholders
- Met weekly and as needed with Banking leadership team, partners and other key stakeholders
- Reported to Global Banking Head of HR and work closely with wider HR team of approximately 70
- Supported by HR administration centre in Belfast, Ireland
- Delivered annual performance management cycle including objective setting, feedback gathering, appraisal, moderation and promotion
- Delivered annual salary & bonus review
- Worked with the finance and management team to prepare the annual Banking budget
- Talent management & succession planning
- Resource planning including recruitment, secondments, flexible working etc
- Managed occupational health and employee relations cases
- Negotiated settlement & exit strategies
- Panel member & feedback provider for senior talent development programme
- Analysed results of annual attitude survey and communicate to Banking leadership. Worked with local groups to deliver any HR related outputs
- Weekly & monthly management reporting and analysis including headcount, staff movements and sickness absence
- Monthly headcount modelling & reporting to Banking leadership team
- Communicated & delivered local & firmwide HR/ management initiatives. For example changes to attitude survey, bonus scheme rules, policy changes, training programmes
- HR representative on monthly staff forum
- Provided advice compliant with the firm's' policies and standards in response to ad hoc queries received from clients
- Kept up to date with industry and firm news relating to people management and employment law
- Identified areas to add value and streamline processes
- Coached and supervised more junior members of staff

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## **Examples of additional HR experience at Allen & Overy LLP**

- Six week trip to Sydney, Australia to help set up the Sydney office
- Note taker for consultation group during major restructure of London support services
- Interviewer for student internship and trainee programme candidates
- Banking HR representative for London review of A&O employee benefits
- Banking HR representative for London review of salary & bonus structure
- Initiated mentor and sponsor programmes
- Ran the London A&O Families Network. HR representative for Banking Women's network

### **HR Officer/ Generalist, Banking Allen & Overy LLP (London) October 2009 – October 2011**

### **HR Officer/ Generalist, IT & HR PricewaterhouseCoopers (London) September 2006 – October 2009**

### **HR Administrator in Shared Service Centre PricewaterhouseCoopers (Brisbane, Australia) November 2004 – August 2006**

## **Computing skills**

I have a high level of computer literacy, with proficiency in the Microsoft Office suite and a number of HR-related software packages. These include;

- ☑ G-suite and Google docs
- ☑ Trello
- ☑ Microsoft Word, Excel, PowerPoint, Visio
- ☑ Various HR-related databases, including HR information systems, HR reporting, Salary & Bonus and Performance Management systems

## **Personal interests**

I volunteer for Inspiring the Future, a charity for school students, and The Careers and Enterprise Company, a charity that connects young people with work experience. Whilst at PwC and A&O I participated in various pro-bono activities, all concerned with student education & career advice.

I have three young sons who keep me busy when I am not working. I live by my values of keeping the mind and body healthy and active. I believe in the power of relationships so enjoy spending time with my family and friends. I have always had a sense of discovery and adventure so love to explore and travel.

## **References**

Available on request