

# NAME

Full Address

Mobile Number e-mail : [adress@hotmail.co.uk](mailto:adress@hotmail.co.uk)

## PROFILE

An organised 'Hands on' Contracts / Quality Assurance Manager experienced in the day to day management of major Public & Private Sector Contracts logistical support coordinating manufacturers / suppliers with deliveries to clients.

Designing and providing responses to Contract Notices, Pre-Qualification Questionnaires (PQQ's), Request for Proposals (RfP's) and Invitation to Tender (ITT's).

Nurture and maintain a successful rapport at all levels.

Quality Assurance Manager which includes restructuring the Quality Assurance Processes and documentation to gain UKAS ISO9001:2015 Certification - implementing & maintaining company quality assurance processes & standards and Key Performance Indicators (KPI's).

Additional expertise: design and author of training documentation and supporting materials, Designing, bespoke databases to meet Company Requirements; including HSE Competent Authority Document' (CAD), Quality Assurance Documentation and Defect Reporting dbases, MOD SC Held.

## CAREER HISTORY & KEY ACHIEVEMENTS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |               |                                   |                                         |
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| <b>OCT 2009</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | - | <b>FEB 18</b> | <b>ABC LIMITED, FAREHAM</b>       | <b>DEFENCE CONTRACTS MANAGER</b>        |
| Providing the Ministry of Defence & Law Enforcement Agencies with defensive weaponry/equipment. Designing and submitting responses to RFQ's, PQQ's & ITT's and managing awarded contracts. Success include;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |               |                                   |                                         |
| <ul style="list-style-type: none"><li>o Successful in being award several major Public Sector Contracts e.g. collated the information and designed the submission for the replacement Binocular System for the British Armed Forces,</li><li>o Bringing a new dimension to design &amp; presentation of responses to RFQ's, PQQ's &amp; ITT's, recognised by major stakeholders and implemented as their standards,</li><li>o Design &amp; Creation of a 'template' database of standard responses,</li><li>o Increased Contract Opportunities on Public Sector websites by use of a standard 'Common Procurement Vocabulary' (CPV) Coding, to meet Company requirements,</li><li>o Redesigned &amp; re-established Quality Assurance Standards &amp; Procedures, re-gaining ISO9001:2008 Accreditation Aug 2010, latterly ISO9001:2015 Certified, <i>and</i></li><li>o Building International relationships with third party suppliers.</li></ul> |   |               |                                   |                                         |
| <b>2009</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | - | <b>2008</b>   | <b>MOD CONTRACT</b>               | <b>DOCUMENT CAPTURE / HANDLING</b>      |
| <b>2009</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | - | <b>2007</b>   | <b>HUMAN RESOURCES CONSULTING</b> | <b>SELF-EMPLOYED OPERATIONS MANAGER</b> |
| Managing and coordinating logistical and consultant support of Career Management Contracts. Designing Training documentation / PowerPoint presentations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |               |                                   |                                         |
| <b>2006</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | - | <b>2007</b>   | <b>SUBMARINE PROJECT</b>          | <b>TECHNICAL MANAGER</b>                |
| Employing a training design team (Subject Matter Experts) of 25+ designing the training programme for the now commissioned HM Submarine Astute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |               |                                   |                                         |
| <b>2005</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | - | <b>2006</b>   | <b>EXECUTIVE CONSULTING</b>       | <b>OPERATIONS MANAGER</b>               |
| Recruited to create an infrastructure to support large-scale career management contracts. Responsible for, producing and in some instances authoring professional outplacement training manuals and supporting material, provided website designers with relevant information regarding company new ventures and recruitment of consultants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |               |                                   |                                         |
| <b>1995</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | - | <b>2003</b>   | <b>CAREER MANAGEMENT</b>          | <b>OPERATIONS MANAGER</b>               |
| Awarded a second 5-year extension to a major Public-Sector Contract and recognised for my management of the previous 5 years as proving instrumental in the award.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |               |                                   |                                         |
| After managing a major Public-Sector contract for three years awarded the optional two-year extension and recognised for my contribution to that success.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |               |                                   |                                         |
| As part of the Public & Private sector Sales & Marketing team designed a generic Quality Assurance database system to meet client requirements for statistical analysis of performance, proving a major feature during the ITT Stages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |               |                                   |                                         |
| Recognised as being Instrumental in being awarded a major Public-Sector contract by designing a Quality Assurance database system, which exceeded ITT specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |               |                                   |                                         |

- 1995**      **CAREER MANAGEMENT ASSOCIATES**      **PROJECTS COORDINATOR**
- Joined **Career Management Associates as Projects Coordinator** – With responsibility for creating an infrastructure to support 150+ Consultants facilitating workshops and training events worldwide for, 17,000+ military personnel leaving the armed forces per-annum for the **Tri-Service Resettlement Organisation (TSRO)**, In the process;
- 1995**
- o Reduced Stationery costs by 33% and delivery costs by 100%,
  - o Introduced a 'Just-in-Time' policy for printed materials reducing delivery costs by 50% whilst re-gaining valuable London office space,
  - o Designed database systems in support of contracts.

## KEY SKILLS

### DEFENCE CONTRACT MANAGEMENT

Management of major public & private sector contracts, providing logistical tactical support to the Ministry of Defence and the 43 Police Authorities of England & Wales, Police Scotland and Police Service Northern Ireland. Responsibilities:

- o Designing & responding to RFQ's, PQQ's & ITT's
- o Meeting Corporate and Client requirements within tight time frames and budgets,
- o Proactive relationship at all levels with client senior management,
- o Author and designing training documentation and supporting PowerPoint presentations,
- o Organising and implementing operational requirements within budget constraints,
- o Implementing Senior Management policies & strategies,
- o Database development & management in support of contracts,
- o Quality Control, designing databases generating statistical analysis to meet client requirements,
- o Budgeting & Finance, and.
- o Health & Safety.

## MILITARY EXPERIENCE

Twenty-five years military experience in the Royal Navy, specialisation Submarine Communications retiring in the Rank of Chief Radio Supervisor Submarine (Chief Petty Officer). Completing my time seconded to NATO as Submarine Communications Manager for submarines Eastern Atlantic. Communications adviser to a multi-national Senior Management team, within the NATO Submarine Communications Working Group, Brussels.

## PROFESSIONAL TRAINING & PERSONAL DEVELOPMENT

A wide range of technical and management training courses and workshops, including:

- o Visual Basic (Access)
- o Computers & Administrative Management
- o Leadership & Team Management (NEBSM)
- o Training & Design
- o Planning & Organisation (MS Projects)
- o Health & Safety including First Aid

## EDUCATION & QUALIFICATIONS

|             |                                                              |                  |
|-------------|--------------------------------------------------------------|------------------|
| <b>1995</b> | National Vocational Qualification                            | Computing        |
|             | Royal Society of Arts                                        | Computing        |
| <b>1984</b> | GCE 'O'                                                      | English Language |
| <b>1983</b> | City & Guilds Telecommunications                             | Part II          |
|             | National Examination Board of Supervisory Management (NEBSM) |                  |
| <b>1970</b> | City & Guilds Telecommunications                             | Part I           |
| <b>1967</b> | Marlborough School Woodstock                                 | 5 CSE's          |

## PERSONAL DETAILS, INTERESTS & HOBBIES

|                          |                                                                                |
|--------------------------|--------------------------------------------------------------------------------|
| <b>DRIVING LICENSE:</b>  | <b>Full:</b> No convictions                                                    |
| <b>MOD SC CLEARANCE:</b> | <b>Held:</b> Sponsor – Government Agency                                       |
| <b>INTERESTS:</b>        | <b>Participation in:</b> Tennis, swimming, cycling, ten-pin bowling & snooker. |
|                          | <b>Rugby Union:</b> Particularly six Nations (Wales)                           |
|                          | <b>Crosswords:</b> Ambition - to win the Saturday Telegraph Pen                |
|                          | <b>Music:</b> Wide variety                                                     |