

Partner Programme

The current profile of HPC partners by profession and role is enclosed for information.

Objectives for the department in this area of work include: developing the partner performance review system by the end of the year; Presentations to the one day visitor training and October panel member training events; Presenting to the Partners Conference in September; and managing the recruitment and selection programme and associated processes.

Employee Resourcing

The department has been involved with a number recruitment exercises. Interviews for the new role of Team Administrator (FtP), take place on 20th September.

The three Registration Officer vacancies were recruited to following interviews on 14th September. Start dates for the three external candidate are being finalised.

Adverts will appear in the *Guardian* newspaper week commencing 20th September for new roles x3 within the Education and Policy Team. International Registration has filled one of its two vacancies internally. An advert has been placed in the *Metro* newspaper, interviews are scheduled for late October.

The response to the Partner manager job advertisement has been disappointing, the four applications received will be considered alongside CV's from an HR agency. As interim measure, a temporary HR Advisor has been appointed. Interviews are being arranged for mid October.

Performance Management

The first round of quarterly reviews will be completed this Autumn. In preparation for this the HR Director has run a workshops for managers and employees.

HR Software

Technical problems have prevented the project progressing to target. The revised deadline for phase one is now November 2004.

In August members of the HR and IT teams attended a training course on the core components of the HR software package.

Employee Training Programme

Building upon the customer service training rolled out to all employees last year, the HR Director will be developing a two year training programme for the organisation. Target date for this is November.