
Jessie Leigh Whittet

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Profile

I am a capable and experienced HR Professional and Research Assistant with an enthusiasm for converting HR metrics into useful and accessible business information.

Career Summary

Auton & Associates Ltd	Research Assistant and Analyst	Dec 2010 - current
Manukau City Council	HR Analyst	Dec 2006 – July 2010
Manukau City Council	Acting HR Information Analyst	Sept 2006 – Dec 2006
Manukau City Council	HR Remuneration Coordinator	Jul 2005 – Dec 2006
New Zealand Post	Fixed Term Recruitment Support	Mar 2005 – Jun 2005
Manukau City Council	Fixed Term HR Coordinator	Jan 2005 – Mar 2005

Summary of Key Skills / Competencies

- **Informing:** Proven ability to communicate key information in a consistent, timely and accessible manner.
- **Customer Focus:** Ability to anticipate customer needs and use feedback to enhance customer experience.
- **Drive for Results:** Continually strives to improve the product, process or service.
- **Systems Acumen:** Experience using payroll systems, HRIS systems and Microsoft Office applications, as well as involvement in upgrades and roll outs of HRIS systems or modules.
- **Analytical Skills:** Proven ability to analyse data from various sources, form conclusions, and make business recommendations.

Qualifications

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| 2000 - 2004 | <ul style="list-style-type: none">• Bachelor of Arts and Commerce<ul style="list-style-type: none">○ Commerce Major : Management and Employment Relations○ Arts Majors: Psychology; English Literature |
| 1999 | <ul style="list-style-type: none">• A Bursary• Higher School Certificate |
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Career History

Dec 10 – Auton and Associates Ltd - Research Assistant and Analyst (Part-time)

Responsibilities:

- Proposal preparation.
- Research.
- Report writing (contribution).
- Involvement in projects.

Achievements:

- Involved in developing a successful leadership programme for Planners.
- Involved in writing successful proposals for projects.
- Involved in significant projects for local government and private clients.
- Made significant contributions to report writing for a number of projects, including preparing draft content, finalising structure, formatting and proof-reading of reports.
- Developed professional templates for presentations and reports.

Dec 06 – Jun 10 Manukau City Council – HR Analyst

Responsibilities:

- Produce and continuously develop the quarterly and annual People Packs and monthly reports.
- Provide regular and ad hoc HR reports.
- Analyse and interpret workforce information.
- Coordinate the performance review process and remuneration changes.
- Own the reporting and remuneration modules in PeopleSoft.
- Provide information for salary surveys.
- Involvement in HR projects.
- Psychometric testing feedback.

Achievements:

- Developed quarterly and annual “People Packs” for managers and the Executive Leadership team.
- Improved the accessibility of HR information.
- Adapted and remodelled HR reports to suit the requirements of the CCOs.
- Developed analytical reports for the HR team on workforce issues.
- Improved the accuracy and efficiency of HR reporting through involvement in an HR Analytics project team.
- Improved the coordination of the performance review process.
- Effective participation in an e-performance project.

Sep 06 – Dec 06 Manukau City Council – Acting HR Information Analyst

Responsibilities:

- Monthly and ad hoc HR reporting.
- Contribute to the development of new PeopleSoft reports.

Achievements:

- Successfully worked with technical experts to develop accurate and useful HR reports via PeopleSoft HCM 8.9 and CHRIS payroll.
- Provided accurate information as requested by HR and the business.

Jul 05 – Dec 06 Manukau City Council – HR Remuneration Coordinator

Responsibilities:

- Manage benefits and allowances through PeopleSoft.
- Own the remuneration module in PeopleSoft.
- Coordinate the job evaluation process.
- Provide information for salary surveys.
- Coordinate the performance review process and remuneration changes.
- Coordinate Time and Labour.

Achievements:

- Successful coordination and update of remuneration for all performance review cycles.
- Contributed to the successful upgrade of HCM PeopleSoft to Version 8.9.
- Successfully achieved all responsibilities and performance objectives.

Mar 05 – Jun 05 New Zealand Post – Fixed Term Recruitment Support

Responsibilities:

- Manage candidate enquires.
- Process manual candidate applications.
- Check references.
- Manage the offer of employment letters process.
- Prepare recruitment documentation with new starters and payroll.

Achievements:

- Successfully achieved all responsibilities and performance objectives.

Jan 05 – Mar 05 Manukau City Council – Fixed Term HR Coordinator

Responsibilities:

- HR monthly reporting.
- Support the HR team as required.

Achievements:

- Successfully achieved all responsibilities and performance objectives.
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Recent Training

- Inforhm Conference and Post Conference Workshop – Failure to Launch 2009
- OPRA Stage 1 and 2 Psychometric Test Interpretation 2008-2009
- OPRA Psychometric Administration Training 2008
- Able Owl Visual Basic Introduction 2008
- Inforhm Workforce Analytics 2008
- HRINZ HR Foundations 2008

Recent Awards

- Manukau City Council Recognition Award for Development of New Information Initiatives 2009
- Manukau City Council Recognition Award for Work on MFP and Remuneration Process 2007
- Manukau City Council Recognition Award for Considerable work on ELT People Pack 2007

Referees

- Willingly supplied on request
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