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## International HR MANAGER

MBA, MSc Mgt, AssocCIPD

### Profile

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I'm a MBA and CIPD qualified experienced **HR Manager with 10 years experience**, all of which in the **International Corporations**.

**Mobile worldwide**, driven, professional and proactive, I'm keen to be part of an industry where people are key to every project, every site.

As a generalist I've taken part to all areas of the HR function: **training & development, dynamic and innovative recruitment** for rapidly expanding businesses, **communication**, and privileged **employee relations (managers, employees and trade unions)** in challenging environments.

As part of my action and vision of the HR role (increase visibility and presence), I've also exploited my knowledge and recognised qualifications to **implement HR policies** or take part to other strategic and cultural projects.

### HR Skills

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Employee relations  
European Employment Law

**Coaching**

ACAS Code of Practice

**TUPE**

Recruitment skills

Team Management

Compensation & Benefits

Communication and Negotiation

Career & Training Management

Project Management

Disciplinary and Grievance

HR Information Systems

**Conflict and Change Management**

Payroll (International)

Pension

### Professional Experience

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Currently – **JLG INDUSTRIES** (*world leader in Access Equipment*)  
**OSHKOSH CORPORATION** – 2 years

Current position: **Human Resources Manager Northern Europe & Middle East** (*from July 2012*) – 1+ year

Employer: **JLG Industries**

International HR Manager looking after 4 locations in Europe: UK, Sweden, Germany, and 1 in the Middle East (Dubai).

Responsibilities:

- Overall responsibility of all HR function (reporting to HR Director EAME)
- Execute Corporate HR Strategy in all locations

- Support Internal Customers (Directors and Functional VPs) in delivering Business Plan and company strategy.
- Monitor and report activities progress to HQ & Corporate

### **Achievements:**

- Successful recruitment campaign: more than 60 people recruited, from Graduate to Chief Engineer level
- Regular HR presence in 4 countries
- Solid Foundations laid for sustainable and reliable HR activity
- Coaching Company's talents (Executive Coaching)
- Implementing Young Talent Development Program and Mentoring Scheme
- Launching Management Development training program for Engineering workforce

Past – **COLAS** (world n°1 of the Road Construction)

**BOUYGUES** – 7 years

Last position: **Human Resources Advisor** (from March 09 to July 2012)

Employer: **Colas Ltd**, UK (2000 employees)

Only remote element of a 10 people HR team (including HR Manager and Assistant HR Manager) the HR Advisor role privileges development of HR presence and support all over our business units.

### Responsibilities:

- Deliver **efficient, accurate and reliable HR support** to business units managers, staff and operatives;
- Multiple sites management: looking after 10 units from Devon to Scotland (incl. Birmingham, Newcastle, Warrington, Wirral, Grantham, East Kilbride, Exeter...);
- Develop, implement and deploy **HR policies across the Company**;
- Take part to **TUPE situations**;
- Deal with **redundancies situations** as an when required, prepare contingency plans with managers;
- Ensure delivery of quality standards: **Investors in People** (Silver Award obtained in 2012), EFQM HR related issues;
- Assist and advise managers with **disciplinary and grievance** situations;
- Anticipate succession planning to fit with Company development strategy;
- Recommend appropriate course of action to managers for all HR related issues;
- **Recruit** new starters: from placements and apprentices to manager positions;
- Organise **occupational health assessments across the Company**, liaise with health professional and put adjustment measures in place;
- Other IT and Professional Development projects

### **Examples of achieved missions:**

- TUPE Transfer of Wirral Borough Council (70 employees)
- Creation of a Health & Capability management policy;
- Implementation of HR Information System modules: training management and others. This includes all the development, data management, users training...;
- Organisation of health assessments for over 200 operatives (multi-site and mobile);

Previous position: **Human Resources Business Partner** (from May 05 to March 09)

Employer: **Colas – Screg Sud-Est**, France (1750 employees)

I started as **Training & Communication Manager** and my role quickly evolved towards a HR business supporting role.

On top of dealing with internal communication (news, website, intranet, internal events...) and managing a training plan worth over £1.5m (20,000 hours) I was in charge for the Northern half of the subsidiary (1,000 employees, 15 sites) of providing HR related support to directors, business managers and workforce.

Missions included:

- Recruitment: workers to executive profiles, universities and students relations
- Payroll control and administration
- Career & Talent management
- Graduate scheme management

### **Achievements:**

Production of a 2400 editions of the Internal Magazine - summer and winter issues

Set up of "Welcome & Safety" days for all recruited people - 200 people a year

Animation of all the training and communication actions - internal and external

### **Management skills:**

Excellent communication and personal relations skills

**Management of two staff:** training assistant and one communication trainee

Trade Unions and Workers' employees' representatives' relations

Previous position: **Training Coordinator** (from June 02 to August 03) – 1 year

Employer: **BOUYGUES – DV Construction** (700 employees)

Responsibilities:

Aged 20, I was responsible for the entire Training plan of this construction (general building and civil engineering Company), dealing with a budget over **£1m**, this is more than **15,000 hours** employee training.

Overall responsibilities included: coordination of the company training plan, funds gathering, and scheduling of the training periods for all 700 employees (mostly white collars)

Past – **DANONE** (world n°4 Food Industry)

Previous Position: **HRIS Assistant** (January to May 2005) – 4 month

*MBA Work placement*

Responsibilities:

**International** Assistance for the HRIS (PeopleSoft)

User Support and transversal HR missions

*Key Achievements and skills:*

International relations, adaptation to different cultures

Set up of the electronic version of annual and professional interview

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## **Qualifications**

2012

**Sherpa Executive Coaching**

Certified executive coach (2 weeks course)

2011      **CIPD** – (AssocCIPD)  
(Experience Assessment, 5 Criteria Exceeded out of 14).  
Currently going through Chartered Status assessment

**CIPD** – Employment Law module (5 days) Nottingham Trent University  
(June 2011)

2005      **MBA** University of Laval, Québec, Canada  
**Master Business of Administration** Information Technologies, Electronic Business,  
specialization in Knowledge and Human Resources Management (achieved in 2010)  
**AACSB Accredited**

2004      **Master's Degree in Science of Management**  
Graduate from **Bordeaux School of Management**, Bordeaux Business School,  
Information Decision and Management, EQUIS Accredited

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### Other Skills and Interests

#### **Computer Skills: Excellent command**

HRIS: **Entreprise 1** (JD Edward), **HRAccess**, **AS400**, **PeopleSoft**  
Windows environment, and accustomed to the Internet technologies  
Web Sites Development  
Collaborative softwares, **Intranet** Applications, Data Bases, **Business Objects**, MS  
Projects, SAGE KCS

#### **Regular sports practice**

Golf, Squash  
I am also a keen horse rider when possible.

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### References

#### **Frederic Bourghelle**

HR Director  
Colas Rhone Alpes Auvergne  
Email on request

#### **R Andrew McClain**

HR Director South and Central America  
JLG Industries Inc  
Email on request