

# Curriculum Vitae



Rachel Landregan MCIPD

## **Business Support Manager at Base Structures**

Over 20 years business administration experience specialising in human resources and finance and 15 years working within the tensile fabric structure industry.

### **Qualifications**

- Chartered Member CIPD
- PG Dip Human Resource Management
- ILM Management Level 3
- NVQ Management Level 3

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## **Employment history**

Nov 2016 – Present

### **Business Support Manager, Base Structures**

Responsible for organisational development in conjunction with board members. Key roles include acting as Financial Controller, Head of Marketing, Administration and HR and supporting the team on a daily basis by overseeing all operational aspects of Health & Safety as well as finance, administration, HR and marketing including web development and social media.

Feb 2012 – Nov 2016

### **HR Manager, PADI EMEA Ltd**

Responsible for 150 employees and all aspects of HR for the EMEA region and alignment with Global PADI offices. Key areas included all aspects of recruitment up to senior levels, managing major change programmes and restructures, employment law compliance across European and Middle East countries and overseeing all operational aspects of HR & Payroll across Europe.

May 2011 – Jan 2012

### **HR Advisor, B&Q Plc**

Responsible for multi-site HR support across 13 regional stores and dedicated HR Advisor support for Bristol Hartcliffe Store of 138 employees, management of 2 HR Administrators and running large scale training and induction events.

Jan 2008 – May 2011

### **HR & Admin Manager, Base Structures Ltd**

Responsible for overseeing all aspects of administration and HR including policy development, staff training, line management coaching and industrial relations.

Jun 2007 – Jan 2008

### **Office Manager, Amalgam Modelmaking Ltd**

Responsible for all administration, finance and payroll.

2002 – Jan 2008

### **Office Manager, Base Structures Ltd**

Responsible for all administration, facilities management, personnel, finance and payroll.

Sept 1998 – 2002

### **Administrator, Architen Ltd**