

## Introduction

I am the regional HR Assistant within Kier Construction Western & Wales and have been with the business for 5 months. I will soon begin studying towards the CIPD Foundation Certificate in Human Resources Practice, with the eventual aim of becoming chartered in the future.



Image: Holly Symons, HR Assistant, Kier Construction Western & Wales

## How did you get started in your career?

I began my HR career, initially as an Administration Assistant for an Accountancy firm in Plymouth. After gaining NVQs in Business Administration and Customer Service, I was given the opportunity to work closely with the HR Manager as I was really interested in what HR encompassed within the business. I worked my way up the ladder to become Senior Office and HR Administrator, working with the Practice Manager on all personnel and training issues for the business, as well as managing the Support team. After working in this role for 3.5 years, I decided I wanted to pursue a career in HR within a larger business with more opportunities for development, hence my joining Kier in June 2017 as Regional HR Assistant for Western & Wales.

## Can you outline a typical work day?

Every day is different! I visit all 6 offices across the region on a regular basis and meet with colleagues from all across Kier. Most often I will be meeting members of the Senior Management Team to discuss and organise training for the Team, helping colleagues with any HR queries they have and supporting the HR Business Partner on day to day issues.

## What do you enjoy most about your job?

I really enjoy the variety of tasks I get involved in – it's rarely boring!

## What skills are important for anyone wishing to start in your profession?

Common sense, a good level of literacy and the ability to forward plan. You will also need to be interested in learning about employment issues and laws and, once you have started in your role, aim to get a good understanding of the business, its people and activities.

## What main personal attributes do you think is important for your type of job?

Being an open, fair, firm and realistic person.

## Do you have any tips or suggestions on how young people and adults can enter your industry?

If University is for you, aim to achieve a degree in HR. This will provide you with a good grounding and knowledge of HR, along with transferrable skills of which you will be able to utilise once you enter the workplace. There are a number of HR graduate positions available across the industry, particularly within Kier, which provides graduates with great support and integration into the business, and many future opportunities for development.

## What career progression opportunities are available in your business/sector?

There are many opportunities for progression within HR at Kier. Becoming Assistant HR Business Partner, HR Business Partner or Divisional Head of HR are just a few.

## Further contact/information

Search 'National Careers Service' online to view any of our hundreds of job profiles.