



Seren Trigg
HR Consultant

029 2003 0561

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Seren is an ambitious, competent and level-headed HR professional, working across a range of different sectors.

Seren joined Darwin Gray in October 2023 to help support clients by providing HR advice on an ad hoc, fixed fee or fixed-fee monthly retainer basis.

Her work includes advising on performance management, conducting disciplinary and grievance investigations and hearings, including appeals, advising on performance management, managing and advising on attendance, and drafting handbooks and contracts.

Seren's previous professional experience outside of HR, has gained her insight to different perspectives of potential challenges and ways to overcome them. She has excellent management skills and an ability to foster trust and strong relationships.

Seren has exceptional attention to detail and thoroughness of process. She has created board level reports of HR KPIs to help businesses to focus on key areas of improvement, with a natural ability to interpret statistics and manage data.

Seren has experience in delivering training sessions at a number of different levels, from on a one-to-one basis to delivering training across businesses. Seren has delivered new starter training, to coaching and developing people, to managing disciplinary issues, to Equality, Diversity and Inclusion training.

With previous experience at managing and coaching individuals and teams in a non-HR setting, Seren is able to add to the support level that she can provide to clients when approaching their own coaching and management needs.

Recent work

- Delivering training sessions to a variety of employees, from new start training to management upskill sessions
- Undertaking thorough audits of employee files to ensure compliance to regional regulatory requirements in the care sector
- Analysing, reviewing and updating policies and procedures to ensure compliance and best practice within businesses
- Supporting a change of terms and conditions process for a site with over 800 employees
- Assisted in the TUPE process of a company with over 2,000 employees
- Provision of disciplinary and grievance meetings in a range of sectors, including deliver of training to management teams
- Supporting safe extraction of all employee data from one HRIS to another, without affecting payroll

Expertise

- Advising clients on all aspects of HR in the employment lifecycle
- Assisting clients with GDPR compliance
- Conducting disciplinary and grievance investigations and hearings including appeals
- Conducting thorough reviews of regulatory requirements, policies, procedures and contracts
- Provision of disciplinary and grievance meetings in a range of sectors, including delivery of training to management teams

Career

Experience

- HR Consultant, Darwin Gray, 2023 - present
- Junior People and Culture Partner, Fieldbay, 2022 - 2023
- HR Officer, Connect Assist Ltd, 2021 - 2022
- Covid 19 Co-Ordinator, Norgine, 2020 to 2021
- HR Co-Ordinator, Memory Lane Cakes, 2019 to 2020
- HR Assistant, Keolis, 2018

Membership

- Chartered Institute of Personnel and Development



Seren Trigg

Ymgynghorydd Adnoddau Dynol

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Mae Seren yn weithiwr AD uchelgeisiol, cymwys a lefel-bennaeth, yn gweithio ar draws ystod o sectorau gwahanol.

Ymunodd Seren â Darwin Gray ym mis Hydref 2023 i helpu i gefnogi cleientiaid trwy ddarparu Cyngor AD ar sail ad hoc, ffi sefydlog neu ffi sefydlog misol.

Mae ei gwaith yn cynnwys cynghori ar reoli perfformiad, cynnal ymchwiliadau a gwrandawladau disgyblu a chwyno, gan gynnwys apeliadau, cynghori ar reoli perfformiad, rheoli a chynghori ar bresenoldeb, a drafftio llawlyfrau a chontractau.

Mae profiad proffesiynol blaenorol Seren y tu allan i AD wedi cael ei mewnwelediad i wahanol safbwyntiau o heriau posibl a ffyrdd o'u goresgyn. Mae ganddi sgiliau rheoli rhagorol a'r gallu i feithrin ymddiriedaeth a pherthnasoedd cryf.

Mae gan Seren sylw eithriadol i fanylion a thrylwyrdd y broses. Mae hi wedi creu adroddiadau lefel bwrdd o DPAAu AD i helpu busnesau i ganolbwyntio ar feysydd allweddol o welliant, gyda gallu naturiol i ddehongli ystadegau a rheoli data.

Mae gan Seren brofiad o gyflwyno sesiynau hyfforddi ar nifer o wahanol lefelau, o ar sail un-i-un i gyflwyno hyfforddiant ar draws busnesau. Mae Seren wedi darparu hyfforddiant dechreuwr newydd, i hyfforddi a datblygu pobl, i reoli materion disgyblu, i hyfforddiant Cydraddoldeb, Amrywiaeth a Chynhwysiant.

Gyda phrofiad blaenorol o reoli a hyfforddi unigolion a thimau mewn lleoliad nad yw'n ymwneud ag Adnoddau Dynol, mae Seren yn gallu ychwanegu at y lefel cymorth y gall ei darparu i gleientiaid wrth ymdrin â'u hanghenion hyfforddi a rheoli eu hunain.

Prosiectau diweddar

- Cyflwyno sesiynau hyfforddi i amrywiaeth o weithwyr, o hyfforddiant dechreuwr newydd i sesiynau uwchsgilio rheolwyr
- Cynnal archwiliadau trylwyr o ffeiliau gweithwyr i sicrhau cydymffurfiaeth â gofynion rheoleiddio rhanbarthol yn y sector gofal
- Dadansoddi, adolygu a diweddarau polisïau a gweithdrefnau i sicrhau cydymffurfiaeth ac arfer gorau o fewn busnesau
- Cefnogi proses newid telerau ac amodau ar gyfer safle gyda dros 800 o weithwyr
- Cynorthwywyd gyda phroses TUPE cwmni gyda dros 2,000 o weithwyr
- Darparu cyfarfodydd disgyblu a chwyno mewn amrywiaeth o sectorau, gan gynnwys darparu hyfforddiant i dimau rheoli
- Cefnogi echdynnu'r holl ddata gweithwyr yn ddiogel o un HRIS i'r llall, heb effeithio ar y gyflogres

Arbenigedd

- Cynghori cleientiaid ar bob agwedd ar AD yn y cylch bywyd cyflogaeth
- Cynorthwyo cleientiaid i gydymffurfio â GDPR
- Cynnal ymchwiliadau a gwrandawladau disgyblu a chwyno gan gynnwys apeliadau
- Cynnal adolygiadau trylwyr o ofynion rheoleiddio, polisïau, gweithdrefnau a chontractau
- Darparu cyfarfodydd disgyblu a chwyno mewn amrywiaeth o sectorau, gan gynnwys darparu hyfforddiant i dimau rheoli

Gyrfa

Profiad

- Ymgynghorydd AD, Darwin Gray, 2023 - heddiw
- Partner Pobl Iau a Diwylliant, Fieldbay, 2022 - 2023
- Swyddog AD, Connect Assist Ltd, 2021 - 2022
- Cydlynnydd Covid 19, Norgine, 2020 - 2021
- Cydlynnydd AD, Memory Lane Cakes, 2019 – 2020
- Cynorthwyydd AD, Keolis, 2018

Aelodaeth

- Sefydliad Siartredig Personel a Datblygu