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## **PROFILE:**

A highly successful, professional & motivated Facilities Manager with 10+ years experience in addition to 17+ years experience in Human Resources. As a FM professional I have excellent knowledge & experience in Strategy, HSEQ, Compliance, Legislation, Corporate Real Estate, Project Management, Budgetary Accountability, Contract Management, Cost Management, Building Continuity Planning & Supervisory Skills. As a HR Professional I have first hand experience of Recruitment, Redundancy, Workforce Planning, Expatriate Management, Employee Relations, Compensation & Benefits & Training & Development. As an individual I am educated to degree level (MSc in Human Resources) and have chartered status with both CIPD & BIFM. I'm flexible, practical, customer focused and have the ability to see the bigger picture.

## **EMPLOYMENT HISTORY:**

### **AUGUST 2016 - APRIL 2018 ABERDEEN STANDARD INVESTMENT - FACILITY MANAGER**

Main responsibilities / accountabilities of the position being as follows:

- Development of a FM Strategy that aligns with the Company's short / long term goals.
- Management of all Facilities Services including Catering, Cleaning, Security, Waste Management, Maintenance, Reception, Office Moves etc.
- Leadership of a team of 12 facilities individuals.
- Budgetary accountability for both OPEX / CAPEX budgets.
- Preparation of all cost management reports on monthly basis.
- Compliance in regards building regulations, legislation, HSE & statutory compliance.
- Management of all facilities related projects, including building upgrades, refurbishments & office re-fits.
- Contract management of all facilities suppliers.
- Management of the Company's business continuity plans.
- Development and management of all service level agreements, KPI's, processes & procedures.
- Ensure effective communication to company on all facilities related matters.
- Provision of an effective out of hours/emergency call out rota.
- Facilitate the annual FM Survey to all employees within the company.

### **AUGUST 2015 - JULY 2016 - MUNROS TRAVEL - HR MANAGER**

Operating as part of the Senior Leadership Team this role was ultimately accountable for leading, developing & implementation of a re-structure of the Company to better align with market pressures. Key accountability included; employee consultation, development of selection criteria, facilitation of selection meetings, set up employee forums, prepare redundancy letters/calculations and follow up on any appeals.

### **MAY 1998 - MAY 2015 - CONOCOPHILLIPS (FACILITIES LEADER & HR BUSINESS PARTNER)**

From 2006 I held the position of Facilities Leader but previous to that I held the position HR Business Partner.

As the Facilities Leader I was accountable for the following:

- Upstream real estate building portfolio (4 buildings/150,000 sq ft) including the management of 5 year plan for investment, upgrades & refurbishment.
- Budget accountability of £11m with £5m additional project budget per annum.
- Contract manager of all FM Services including; catering, cleaning, security, travel, transport, maintenance, reprographics, mail & fitness.
- Leader to a team of 52 facilities individuals., with 5 direct reports.
- Development of all facilities strategies & plans to align with company's short/long term goals.
- Leadership of all FM Projects including upgrade to roof, gym installation, office refurbishments, collaboration centre etc.
- Safety audits, property HSE obligations, compliance & legislation requirements.
- Development of all SLA's, KPI's, processes & procedures.
- Participate in emergency on-call rota for Company.
- Liaise with Management Team on all relevant facilities issues, attend & present on regular basis at management team meetings, town halls etc.
- Maintain & manage business continuity plans, test on regular basis.
- Lead any review work i.e. new office location, car park deck, building extension, environmental efficiencies etc.
- Drive continuous improvements on service delivery.

As HR Business Partner I was responsible for the following:

- Development & implementation of HR strategy to include for workforce planning, people management, learning & development, recruitment & selection.
- Drafting & implementing HR policy & procedures including a relocation policy, absence management, expatriation & compensation & benefits.
- Delivering HR functional excellence & best practice within client groups which often included visits offshore or to other international locations.
- Provide support & guidance to managers on HR issues including recruitment, redundancy, discipline, grievance, performance management, employment law etc.
- Champion the talent management process within business unit/ work with emerging leaders.
- TUPE of c60 employees.
- Actively participate in emergency response rota/incidents/training.
- Project manage some specific projects i.e. Inductions, Graduate Recruitment, Performance Management.

## **OTHER EMPLOYMENT**

|             |   |
|-------------|---|
| 1996 - 1998 | HR Advisor with Baker Oil Tools         |
| 1995 - 1996 | HR Advisor with Amerada Hess            |
| 1994 - 1995 | Various HR Contract Positions           |
| 1991 - 1994 | HR Advisor with Farstad Shipping        |
| 1987 - 1991 | Assistant Manager with Moat House Hotel |

## **EDUCATION**

|             |   |
|-------------|---|
| 1997 - 1998 | MSc In Human Resources from Aberdeen University |
| 1992 - 1995 | Institute of Personnel & Development (CIPD)     |
| 1991 - 1992 | Certificate in Personnel Practice (CPP)         |
| 1985 - 1987 | Diploma in Hotel & Institutional Management     |
| 1980 - 1985 | Ellon Academy                                   |