



Seren Trigg

HR Consultant

DDI: 029 2003 0561

Email: strigg@darwingray.com

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 starter 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 delivery 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 to 2023
- HR Officer, Connect Assist Ltd, 2021 to 2022
- Covid 19Co-Ordinator, Norgine, 2020 to 2021
- HR Co-Ordinator, Memory Lane Cakes, 2019 to 2020
- HR Assistant, Keolis, 2018 to 2018

Membership

- Chartered Institute of Personnel and Development