

Daryl Rowe
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Personal Profile

An energetic individual who enjoys new challenges as well as opportunities to use and develop existing skills. Adaptable and responsible, with excellent interpersonal skills and a keen eye for detail. Honest, forthright and conscientious with a strong moral code. I enjoy working as part of a team that is pulling in the same direction, but I am also capable of self-motivation and can work alone when necessary.

Key Skills and Attributes

- Highly computer literate
- Good administration skills
- Confident event organiser, achieving targets and deadlines
- Supervising colleagues and volunteers including responsibility for Health & Safety
- Good communication skills
- Highly literate and numerate
- Excellent customer care skills
- Proven ability to problem solve

Career History

Healthwork Customer Service Advisor

Mar 2015 – Present

- The occupational health department of the Institute of Occupational Medicine (IOM) was acquired by Healthwork at the end of March 2015 and I was transferred under TUPE, my duties remain broadly unchanged from my previous role with the IOM.

Institute of Occupational Medicine Administrator and Occupational Health Technician

Apr 2011 – Mar 2015

- As an Occupational Health Technician I have training in all aspects of statutory health surveillance including audiometry, spirometry, visual acuity and HAVS. Whilst I have not to date put my recent HAVS training into practice, I have extensive experience in all other aspects of health surveillance and can provide both training records and audits of my practical work by the IOM's senior OHNA.
- As part of a small dedicated occupational health administration team I carried out all aspects of the day-to-day administration of a busy office, including customer service by telephone and email, diary management, organisation of peripatetic health surveillance and immunisation clinics, database management, medical reporting and clinical record keeping.
- I took particular responsibility for running the finance administration for the department, and created and managed a dedicated spreadsheet which not only logged each activity for invoicing purposes but also generated a breakdown of income by company and type of activity (health surveillance, management referral, paper screening etc)

Blue Sky Development and Regeneration Ground worker

Nov 2010 – Apr 2011

- Worked as part of a team carrying out improvements to land such as clearing overgrown land for use as allotments, keeping open public footpaths, bridleways etc, improving parkland, planting trees and cutting back overgrown vegetation etc.

Job Searching & Voluntary Work/Training

Jan 2010 – Nov 2010

- I was made redundant in January 2010 and whilst actively seeking employment, I also achieved an ECDL level 2 qualification. I was also a regular volunteer Crew Member aboard the West London Floating Classroom.

Thames21 (Environmental Charity, London) Volunteer Development Co-ordinator

Jul 2002 – Jan 2010

- Developed and maintained good working relationships with officers from partner organisations, local authorities and voluntary groups in & around London
- Planned and managed volunteer clean-up events of waterways within M25 area, including co-ordinating many volunteers and operatives and supervising their actions
- Worked independently to an agreed programme with the minimum of supervision
- Recruited volunteers for the waterways and enthused communities to adopt sections of waterway
- Managed budgets for clean-up events
- Prepared reports for senior management, Chief Executive and Board of Trustees as well as external partners
- Assisted in monitoring the Waterway Cleansing Contract through surveys and other techniques
- Introduced and managed recycling scheme for material removed from waterways and surrounding land
- Gathered data and input into GIS database. Managed data and created maps & reports

London Borough of Hillingdon, Emergency Housing Section (via Brook Street Agency) Oct 2001 – June 2002 Data Checker

- Used MS Office applications to input & check data held by Emergency Housing unit, identified anomalies and duplications and ascertained what Emergency Housing was still available.
- Investigated and updated records as necessary and reported findings to the section manager

August 1984 – Oct 2001

Various Jobs - including BBC, McDonalds, and Butlins – full details can be supplied if required

Education & Training

Amplivox Occupational Spirometry – 1 day course **Feb 2015**

Amplivox Occupational Audiometry – 2 day course **Nov 2014**

FOM accredited HAVS course at University of Birmingham – 2 day course **Sep 2014**

First Aid Training - half day course **Apr 2014**

Skills Training UK, West Ealing - Achieved ECDL levels 1 & 2 qualifications **Apr 2010**

Worksop College - Achieved City & Guilds & OCR qualifications in MS Office applications **July 2000**

Rother Valley College of Further Education **Sep 1985 – July 1986**

- Studied IT and Communication studies (received distinction and merit passes respectively)

Dinnington Comprehensive School **Sep 1979 – July 1984**

- CSE English, Maths & History

Hobbies & Interests

I enjoy country and coastal walks and being close to nature in general, cycling, canoeing and navigating the inland waterways. I also enjoy reading, socialising and taking part in and organising quizzes.

References

Available on request