

## **Stuart Sommerville**

BA (Hons) Risk Management, ABCI

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### **Career Aim**

I have just completed a BA Hons degree in Risk Management at Glasgow Caledonian University; I joined the course as a direct entrant at level two. In my fourth year I focused specifically for my dissertation in Business Continuity Management and the emergent threat of Pandemic Influenza in the public/private sector. I am currently employed by Leeds City Council as a Business Continuity Management Officer and as part of the Civil Contingencies Act 2004 I am able to put into practice all of the theoretical knowledge I have gained in my dissertation to focus on wider emergencies and specifically Pandemic Influenza.

This position has helped me to increase my knowledge of Risk Management as a discipline, allowing me to provide assistance and guidance with regards to implementing the Leeds City Council Risk Management strategy. I have also assisted as well as my primary position as BCM officer my supervisor in the creation of risk registers at corporate and departmental levels. In addition this position has allowed me to think more analytical about the different concepts and situations that may arise in order to produce the best results possible.

I am now looking to build on and develop these skills further in a role working with clients to further embed the concept of risk management and business continuity management using a robust, holistic wide approach. I feel that I have gained the relevant skills and knowledge to further develop myself in a challenging role such as this and bring to the forefront all of the experience that I have gained both at a practical and a theoretical level.

### **Key Skills & Qualities**

In the three years I have been on the Risk Management course I have developed excellent communication skills, team working, presentation knowledge and the ability to show initiative by working on my own in order to solve tasks and complete goals that have been set.

There are also a number of different Risk Management techniques that I have learned whilst being on the course, they include Risk Identification allowing me to identify situations using various methods on what hazards and problems exist within the workplace. I have learned from Risk Analysis that I am able to analyse and critically evaluate risk situations so as to give priority and decide on the best course of action of controlling them to an acceptable level.

I feel that I have the ability to influence decision-making and motivating my colleagues within the workplace. I do this by ensuring that I present my views and opinions in a democratic and orderly fashion by explaining my rationale for a particular point of view.

Finally I have experience in using TopEase XBench 5.0 and 4risk, which are both Risk Management packages that allow the user to create risk templates and to bring those into

relationship with risky situations. This allows the user to evaluate and mitigate certain risks to an acceptable manageable level.

## **Education**

2004-2007 BA Hons 2.1 in Risk Management at **Glasgow Caledonian University**

**Subjects studied:** Risk Identification & Analysis (66%), Risk Control (56%), Occupational Health & Safety (63%), Retention & Transfer of Risk (63%), Strategic Management (57%), Business Continuity Management (67%), Business Research Methods (73%), Personal Finance & Investment (56%), Public Sector Risk Management (65%), Societal Risk Assessment (65%), Insurance Theory & Practice (63%) Managing Risks in Financial Institutions (64%), Honours Dissertation (68%)

In second year whilst taking part in a group project for Risk Identification & Analysis I was assigned by my fellow students as the group leader for the task. This gave me a lot of experience and insight on how to delegate tasks to my colleagues whilst gaining skills on best methods and practises on working with people and teams.

I have also carried out an Honours Dissertation project, which was an examination of the key contributory factors relating to Avian Flu pandemic preparedness from a Business Continuity Management perspective in the UK. This independent research has allowed me to use a mixture of research methods in my chosen field that included semi-structured interviews & structured questionnaires, which has allowed me to analyse the relevant qualitative and quantitative data, and to illustrate my recommendations of these findings.

2002-2004 HND in Business Administration at **Central College of Commerce, Glasgow**

**30 Subjects passed including 7 Merits:** Human Resource Management Practice, Working with People & Teams, Developing the Individual within a Team, Using IT in Business, Business Information Management, European Computer Driving License and Managing Change.

## **Relevant Work Experience**

May 2007 – Present **Leeds City Council**  
**Business Continuity Management Officer**

Responsibilities and Achievements include:

- I have successfully carried out several Business Impact Analyses with the relevant critical service providers.
- Implementation of the Business Continuity Framework across the council's operations in line with BS25999-1.
- Regular review of Pandemic Influenza Plan and suggesting changes to be communicated to the Corporate Flu Advisory Group.
- Writing of Business Continuity scenarios to ensure that operational level plans are exercised and tested effectively.
- Facilitation and contribution to the development of the Corporate Business Continuity Plan.

- Taking the Business Continuity lead with regards to Corporate Pandemic Influenza planning for Leeds City Council.
- Facilitation of exercises of BC plans and provision of recommendations where gaps found.
- Facilitate meetings with critical services personnel to kick-start the development of BC plans and to provide support and guidance as appropriate.
- I have undertaken a benchmarking exercise looking at BC arrangements compared to that of other similar sized core cities (for e.g. Manchester, Liverpool, Newcastle).
- Raising awareness and promoting BC externally to SMEs in the Leeds community.

June 2006 – September 2006      **NHS Education for Scotland (NES)**  
**Business Continuity Consultant**

A 12-week summer placement working for NES offices across all regions within Scotland, Responsibilities and Achievements include:

- I successfully tested the Business Continuity Plans for all NES regions using desktop-based exercises with the relevant staff members.
- I was responsible for devising a series of training events to assist NES staff with prudent Business Continuity knowledge and awareness; this involved a PowerPoint presentation in which I was asked to present in various NES boardrooms to staff members.
- I also drafted a Business Impact Analysis (BIA) questionnaire to the various NES business functions. This allowed me to analyse the appropriate data and put forward my recommendations based on the results of the BIA.
- I drafted a survey to various NES Risk Champions to try and improve Risk Reporting methods within the organisation. One significant recommendation of mine was to implement 4risk a Risk Management Information System. I managed to demo the software and came to the conclusion that it would allow for more effective reporting procedures at strategic, operational level and better overall management of Risk within NES.

2003 – Present                      **Lloyds TSB**  
**Outbound Telemarketing Agent**

A full-time evening job working for Lloyds TSB call centre in Glasgow, Responsibilities and Achievements include:

- I was in charge of the 2006 Telephony Risk Controls for my team. This involved keeping colleagues up-to-date and well informed on new FSA legislation, compliance, Health & Safety issues and best working practises etc.
- Devised a training schedule for a new pilot within the bank and being asked to present the details and information to colleagues by use of Microsoft PowerPoint.
- As well as my day-to-day job in the bank, I was given much more responsibility in the way of a depute Team Leader in her absence. This responsibility allowed me to chair team meetings, also to help and develop new and existing colleagues by use of one-to-one coaching and buddying sessions on various products and services.

Feb 2001 – Aug 2001 **AIG Europe**  
**Office Administrator**

A temporary position working for the Insurance and Risk Management specialists AIG Europe based in Glasgow Duties included:

- Reception Duties, dealing with clients
- Scanning Renewals for Financial Lines Department
- Faxing, Photocopying, Filing, E-Mail
- Calling Insurance Brokers for the Financial Lines Department

### **Interests**

I enjoy playing the guitar currently I am in stage of taking lessons with a guitar tutor; I hope that in time I will be able to play the guitar to the best of my ability. I enjoy playing football as well as the competitive element of the sport I like the feeling of being part of a team striving towards the common goals and objectives that have been set.

### **Referees**

\* Available on request\*