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Sir/Madam,

My name is Tim Carpenter, I have recently completed Service with the Royal Air Force. My transition to civilian life in Cyprus presents a unique opportunity to leverage my skills in a new environment.

Over the last 20 years as a Commissioned Officer in the Royal Air Force, I have been fortunate enough to have worked in all the roles of the HR Manager, with my specialisation in Learning & Development. I am passionate about providing both team and individual training for personal and professional development. From a training delivery perspective, I have delivered mandated, personal and professional development and bespoke Leadership training to British Army, Royal Navy, RAF, UK Civil Servants and UK Teachers working in overseas locations. As well as Leadership training, other training interventions have covered; Trauma Risk Management, Workplace Stress Management and Mental Health Resilience.

Away from delivery, I have experienced all facets of the training process from initial Training Needs Analysis, following right through to evaluation of training from the individual and the organisations perspective. I was employed in the RAF's Training Analysis Centre working on job analysis across all trades of the RAF, producing the required training documentation to ensure that all training is relevant and compliant to the Defence Systems Approach to Training. Skills which I have been able to transfer to use in identifying job requirements which has enabled me to create frameworks and subsequent onboarding and induction programs for new employees.

Other areas in the HR field I have experienced are; selection interviewing, onboarding, induction and coaching and mentoring of new employees. For the last 5 years, I have been the lead officer for Employee Engagement for my organisation, the Defence School of Communications and Information Services employing personnel from all 3 UK military Services and the UK Civil Service covering 3 geographically disparate locations.

My duties of the lead for Employee Engagement covered aspects of Internal Communication, Employee Mentoring, Support and Guidance, Culture in the Working Environment, Learning and Development, Inclusivity and Diversity and Manager Engagement. I was responsible for the analysis of the UK Ministry of Defence Annual People Satisfaction Survey completed by all civil servants and their line management, supplying a report to the head of my organisation along with action and communications plans to address any concerns raised from the survey.

Kind regards

Tim Carpenter

[LinkedIn](#)