



## **EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES**

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### **PATHWAY TO WORK - EMPLOYMENT REHABILITATION**

We provide information and advice on rehabilitation and retraining options for individuals to facilitate their return to the labour market. Our Pathway to Work programme encourages and assists in a pro-active return to training and work and involves an evaluation of skills and experience and identification of the support and assistance available. Details are available from the 'Pathway to Work' pages of our website.

### **EMPLOYMENT REPORTS**

HJS Personnel Services have been involved in the preparation of employment reports for litigation since 1989. Reports are prepared to evaluate the employment and earnings prospects of claimants seeking compensation for loss of earnings and:

- are prepared in accordance with Part 35 of the CPR to evaluate the employment and earnings prospects of claimants seeking compensation for loss of earnings;
- can take the form of a full, detailed report, or a short report targeting specific issues;
- are based on individual research and produced to meet the specific requirements of the case.

Our team of experienced consultants undertakes assignments on behalf of both claimants and defendants, and on joint instructions. As a team we have knowledge and experience of many occupations and industries. We have experience of mediation and industrial tribunals.

**HJS PERSONNEL SERVICES**  
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### **Mary Groves**

**BA (Hons) German Language and Literature  
Postgraduate Certificate in Education  
Member of the Institute of Careers Guidance  
Member of the Expert Witness Institute  
Associate Member of the Chartered Institute of Personnel & Development**

Mary is a director of HJS Personnel Services having joined as a consultant and researcher in 1993. She has evaluated the employment and earnings prospects of a substantial number of people with disabilities, including those who have sustained serious spinal and head injuries. Mary has also prepared reports for employment tribunals and divorce cases and is regularly instructed as a single joint expert. She has assessed the employment and earnings prospects in a wide range of careers, including unskilled manual, skilled, managerial and professional occupations.

Prior to joining HJS Mary worked in education. Her career started as a modern language teacher in Oxfordshire and Northamptonshire, where she was promoted to Head of Department. In 1986 she left mainstream education and worked on a freelance basis in adult education, as a language trainer in industry and as an examiner for the University of Cambridge Local Examinations Syndicate, helping to set and moderate examinations for both the national and international market. Mary also worked on numeracy and literacy programmes with both adults and adolescents in order to improve their employability and quality of life. After undertaking the Common Professional Examination she passed the Law Society Finals in 1992.

In addition to preparing employment reports for the court, Mary advises claimants on employment rehabilitation. She attends seminars and conferences to update her knowledge and skills, both in relation to her work as an expert witness and as a rehabilitation consultant. Courses and seminars attended have included those on varied employment areas ranging from IT to the media and fashion industries, and events run by organisations involved in brain injury rehabilitation.

Mary undertook a part-time course in neuroscience at the University of Oxford Department for Continuing Education and has a continuing professional interest in the effect of head injuries on employability.

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### **Jan Walters**

**BA (Hons) Business Studies**

**Chartered Member of the Chartered Institute of Personnel and Development**

**Member of the Vocational Rehabilitation Association (VRA)**

**Member of the Expert Witness Institute (MEWI)**

**UK Register of Expert Witnesses**

**APIL Expert Database**

Jan is a director of HJS Personnel Services and has been involved in all aspects of the preparation of employment and vocational rehabilitation reports since 1994. She has evaluated the employment and earnings prospects of a substantial number of individuals with disabilities ranging from orthopaedic injuries to catastrophic spinal or brain injuries. She has also prepared reports for employment tribunals and divorce disputes. Jan has extensive experience as a single joint expert and has been involved in mediation.

Jan has advised individuals from a broad range of backgrounds on employment rehabilitation and has assisted and supported them in a return to work. She evaluates individuals' skills, experience and abilities and formulates an action plan. During the implementation stage Jan helps clients to prepare for and seek work in a manner which will maximise their chances of gaining a job. The amount of support varies depending upon the individuals' own skills and confidence. A significant part of the rehabilitation process is to improve an individual's confidence in order to equip them for the workplace. Support is also provided in the early stages of new employment to ensure a smooth transition back into work.

Jan spent the early part of her career with Marks & Spencer Plc in commercial management, gaining experience in the areas of personnel and general management. Before joining HJS Personnel Services she spent four years as a recruitment consultant undertaking assignments across a broad range of industry sectors. Recruitment projects were conducted at all levels from administration to senior management. Jan has experience of the construction industry in an accounting and administrative function, working for her father's housebuilding firm.

Jan is a Chartered Member of the Chartered Institute of Personnel and Development (CIPD). Her final assessment involved completing a management report which studied the effects of the employment provisions of the Disability Discrimination Act 1995. As part of her continuing professional development she has been trained in courtroom skills and in the responsibilities of a Single Joint Expert. In addition, Jan regularly attends seminars and conferences relating to rehabilitation and Expert Witness work. Jan is undertaking an MSc in Vocational Rehabilitation.

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### **Jill Cheeseman**

**BSc (Hons) in Psychology**

**Member of the British Psychological Society**

**Licentiate of the Chartered Institute of Personnel and Development**

**Member of the Expert Witness Institute**

Jill held the position of partner with HJS Personnel Services from 1998 to the end of 2005, since when she has been working on a consultancy basis. She first joined the firm in 1996 as a consultant carrying out detailed research and preparation of reports to evaluate the employment and earnings prospects in a wide range of personal injury and medical negligence cases. Jill is regularly instructed as a single joint expert and has continued to develop her experience in assessing claimants' prospects and capabilities, and advising on employment rehabilitation.

Jill advises individuals on employment rehabilitation, and assists and supports them in a return to work where appropriate. As a first step she evaluates an individual's skills and experience, in conjunction with their disability, and formulates an action plan. The next stage is to assist in obtaining help from the Employment Service, and if appropriate, training provision, either locally or at the specialist colleges for the disabled. Jill helps the client to prepare a CV, look in appropriate places for job vacancies and apply for work in a manner which will maximise their chances of gaining a job. The amount of support required varies from one to another, and depends on their own skills and confidence. A significant part of the rehabilitation process is to improve an individual's confidence in order to equip them for the workplace. Having secured a job, Jill supports the client in the early stages to ensure a smooth return to work.

Jill maintains her knowledge, understanding and professionalism as an employment expert by attending a broad range of seminars and conferences, at both a local and national level.

Before joining HJS Personnel, Jill spent seven years working in recruitment, training and assessment at all levels from sales to senior management with a management consultancy organisation for both national and international client companies.

Jill's background is in administration, office and personnel management, with experience in structural engineering, financial services, and agricultural food supply industry sectors, with involvement in specialist recruitment, training and management consultancy. Jill also has experience of the public sector with a particular interest in health, education and local government.

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### **Barry Godsell**

#### **BA (Hons) Modern Languages**

#### **Affiliate Member of the Chartered Institute of Personnel & Development**

After graduating, Barry worked as a teacher of English in Germany before embarking on a twenty-five year career in Human Resources and general management in industry.

Since 1995 Barry has worked as an independent Human Resources Management Consultant, advising and assisting smaller companies in a range of industries, as well as working as an Associate with HJS Personnel Services. His consultancy work has included a range of management recruitment assignments, up to director level, the introduction of performance management programmes and the planning and implementation of down-sizing programmes with out-placement support.

Barry's work with HJS Personnel Services has entailed preparation of reports on claimants from a wide range of industry and skill backgrounds, including semi-skilled occupations, most manual trades and management employees, up to director level. He has given evidence in Court on numerous occasions and has attended training courses on the role of the expert witness and courtroom skills. Barry is frequently instructed on a single joint expert basis.

Barry's Human Resources management experience has covered production, engineering distribution, sales and service environments. He has worked in the automotive industry, in brewing and retailing, progressing to become Human Resources Director of a company employing some six thousand staff. He has extensive experience of negotiation with Trade Unions and the management of disputes, including conciliation and employment tribunal procedures. In addition to his Human Resources responsibilities Barry also held senior appointments in operations and service management.

For seven years Barry was a member of the general board of an Enterprise Agency serving Oxfordshire. He served for some four years as a member of a Wages Council.

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### **Karen Rostron**

**BA (Hons) Law and Economics  
Associate of the Institute of Personnel and Development**

In 1987 Karen became involved in the training, development and placement of people of all ages in employment or seeking employment. She has direct experience of personnel management and has been preparing employment reports where loss of earnings is an issue since 1991.

In the early 1990s Karen was employed in the voluntary sector in London where she was responsible for managing a retraining and resettlement programme for the unemployed. This included the provision of training, career guidance, counselling and placement. In addition to this, Karen has worked as a quality manager with a finance group in Macclesfield, designing and implementing a quality management system to achieve ISO 9001 accreditation and provide a framework for the implementation of a risk strategy prior to the sale of the group.

Karen is an Associate Member of the Institute of Personnel and Development and of the Royal Statistical Society.

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### **Morag Underwood**

**BA (Hons) Biology, University of York  
Post graduate Chartered Institute of Bankers qualification**

Morag has been an associate with HJS Personnel Services since 1998 during which time she has researched and reported on the labour market situation and employment prospects for numerous claimants involved in personal injury litigation. She has attended training on the changes brought about by the Civil Procedure Rules and now regularly acts as a single joint expert for the courts and tribunals. She keeps up to date with the labour market through liaison with employers as well as by regular review of labour market statistics, salary reviews and employment research. In addition to research, she has been able to use her knowledge of biosciences, finance and business to provide relevant expert information in a number of high profile cases.

Morag also provides assistance to claimants in need of help to return to work. She has experience of providing vocational rehabilitation to help identify roles which are within a claimant's capabilities and to help to re-establish sufficient self-confidence to enable individuals to fulfil their work potential. This includes support with the search for appropriate training and jobs, together with preparation for interview and continues beyond the commencement of work. Morag regularly attends seminars and courses which contribute to the development of rehabilitation professionals.

Prior to joining HJS, Morag worked in banking where she was a commercial manager with Lloyds TSB. Her responsibilities included managing the banking relationships of a portfolio of businesses representing a cross-section of commerce. She was closely involved with their total business planning. During her fifteen-year career with the bank Morag held responsibility for the financial performance and risk management in the West London area, for people management and career counselling within several branches as well as initiating and delivering training on customer service issues throughout the London region.

In 1990 Morag established her own business delivering training initiatives to improve customer service standards in motor trade outlets and within a number of charitable organisations. Her role as Chair of Governors of a primary school also led to her delivering training for school and college governors throughout Northamptonshire. She was also able to gain first hand knowledge of the educational provision for children and adults with special needs. Through extensive reading, Morag has continued to develop the interest in psychology and behaviour first kindled whilst studying for her degree.

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### **Trevor Trivett BA**

Trevor Trivett, a qualified electrical engineer, managed a workforce of 1,000 staff in the motor industry before moving within the industry to specialise in IT services for a large multi site organisation.

A licensed pilot himself, he moved to the aviation industry where he was Managing Director of a network of aircraft maintenance companies based in Europe. He was then closely associated with pilot training as the Commercial Director of one of the leading Flight Training Organisations in Europe. There, as Centre Director, he was heavily involved in, and responsible for, setting up and operating several pilot training operations in Europe and the USA.

Trevor is knowledgeable on the requirements of the Regulatory Authority for both fixed wing and helicopter pilots as well as the aircraft engineering requirements of the industry. He has detailed knowledge of the requirements for, and management of, flight instructors, simulator instructors and ground training instructors related to commercial and private pilot training for both European and US Flight Licences. At one point he was responsible for the operation of a large helicopter charter operation including the hire and operation of pilots.

He has provided consultancy services on aviation matters for the last five years and is knowledgeable of the HR issues at all levels within the aviation and engineering industries.

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