



EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

EMPLOYMENT REPORTS

HJS Personnel Services has 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.

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 proactive 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.



HJS PERSONNEL SERVICES
1 Sylvan Court, Farnborough, Banbury, Oxon, OX17 1EA
Tel: 01295 690 990
admin@hjspersonnel.com www.hjspersonnel.co.uk



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Registered Office: Penrose House, 67 Hightown Road, Banbury, OX16 9BE



EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Jan Walters, Director

BA (Hons) Business Studies
Post Graduate Diploma Personnel Management
Post Graduate Diploma Vocational Rehabilitation
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 the 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 individuals with disabilities ranging from orthopaedic injuries to catastrophic spinal and brain injuries. She has also prepared reports for employment tribunals and divorce disputes. Jan has extensive experience as a single joint expert, has been involved in mediation and given evidence in Court on numerous occasions.

Jan has built up a wealth of knowledge and expertise in a broad range of employment areas and in particular has experience of construction, engineering, sales and marketing, IT, HR, young people, the Armed Forces and other public services.

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. 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 and has connections with the construction and engineering sectors.

Jan undertakes vocational rehabilitation and has advised individuals from a broad range of backgrounds. She has assisted and supported them in a return to work through skills acquisition and improving confidence.

Jan is a Chartered Member of the Chartered Institute of Personnel and Development (CIPD). Her research project 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 vocational rehabilitation and her work as an Expert Witness.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Kevin Bell-Walker

BSc (Hons) Policing Studies Post Graduate Certificate of Education

Kevin is an Associate of HJS Personnel Services. He has extensive MoD experience and recent security sector knowledge and experience.

With over 37 years Army Service, spent inclusively within the Royal Military Police, Kevin has risen through the ranks, achieving promotion to Lt Col and commanded the Special Investigation Branch of the Royal Military Police. With service in UK, Europe, Cyprus and Iraq, he has been involved in all aspects of overt and covert policing. He has been involved in or led numerous major inquiries and reviews as the Senior Investigating Officer, dealing with serious crimes including fraud and incidents resulting in serious injury or death. Kevin is experienced in writing various reports and producing evidence for the Court. He is a trained interviewer, is familiar with legal processes and has provided evidence at military, civilian and coroners' Courts.

More recently, Kevin has recruited and managed in excess of 10,000 security staff to help ensure a safe and secure London 2012. In addition to his Home Office Police qualifications Kevin is IOSH trained and holds a current SIA licence for Close Protection.

During his career Kevin has commanded, mentored and career managed a large number of personnel, writing numerous appraisals and been formally involved in a large number of promotion boards. He has also worked closely with HR staff and been involved in the investigation and decision making process of internal commercial complaints and disputes.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

James Bolton Major (Retired)

After commissioning from the Royal Military Academy Sandhurst in 1994, James served for 16 years as an Infantry officer with The RIFLES, formerly the Light Infantry. During this time he served in Northern Ireland, Sierra Leone, Cyprus and Iraq. Most of his career was in the training and operations environment, where he held various command and staff appointments. James attended the Intermediate Command and Staff Course at the Defence Academy of the United Kingdom. He left as a Major at the end of 2010.

James then used his military experience and joined The List as an Associate Director. The List is a specialist ex-military recruitment organisation, conducting executive search and recruitment of former members of the Armed Forces at all levels of seniority and in all areas of the UK economy. As a result he has gained knowledge of the transferable skills and potential of servicemen and women when entering the civilian employment market.

James works as a consultant in the Defence and Security sector working in business continuity, emergency response and crisis management.

James also works as a liability expert witness in the defence arena.

James joined HJS Personnel Services in March 2013 and undertakes work as an employment expert in cases involving Armed Forces personnel.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Patrick Callan Colonel (Retired) BSc (Hons) late RLC

**BSc (Hons) Linguistic and Regional Studies (German)
Royal College of Defence Studies (RCDS) (Fr)
psc (passed staff college) (Ge)**

Patrick was commissioned into the Royal Army Ordnance Corps in 1978. During his career he has gained a wealth of experience dealing with welfare, administration and reporting on personnel as a Platoon Commander, as company administrative officer, as Adjutant at the Royal Army Ordnance Corps depot, company commander and as Commander Logistic Support in Northern Ireland. A fluent German speaker, he attended the German Armed Forces Staff College, Hamburg then became the logistic exercise planner for 1st (British) Corps. During the first Gulf War he deployed to Kuwait with 1st (UK) Armoured Division, becoming logistic liaison officer to VII (US) Corps.

He has extensive staff experience, having worked at both the MOD in London and in the German MOD in Bonn and Berlin, where he was the first British logistic liaison officer to the Bundeswehr and subsequently the UK exchange officer in the Arms Control Directorate of the German MOD.

Promoted Colonel in 2000, he moved to NATO HQ Brussels as head of the multinational team responsible for staffing proposals for infrastructure projects to the senior NATO finance committees for political authorisation and funding. Fluent in French, he attended the French *Centre des Hautes Etudes Militaires* (Centre for Higher Military Studies, equivalent to the UK Royal College of Defence Studies) in Paris, one of only two foreign personnel on the course. He then studied Russian prior to becoming Military Attaché, Moscow, with Defence Attaché responsibilities for Turkmenistan and Belarus.

His last posting before leaving the Army was as Head of the International Branch of Headquarters Land Forces; responsibilities included coordinating the British Army's involvement in a number of international military fora, and managing the Army's Liaison and Exchange Officer network worldwide.

On leaving the Army in 2010 he qualified as a cross cultural awareness trainer and teacher of English as a foreign language, teaching and training foreign military and business personnel, and was also a SSAFA volunteer caseworker. Most recently he was a Care Manager for Hampshire County Council Adult Services, responsible for assessing older people and adults with physical disabilities for care needs, writing formal assessments recommending appropriate packages of care either at home or in residential placement, and justifying funding, if necessary.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Alasdair Cameron Lieutenant Colonel (Retired)

Alasdair retired from the British Army in 2008 after 34 years commissioned service in the Royal Artillery. He moved to the Middle East and spent 4 years as a military advisor to the United Arab Emirates armed forces returning to UK in 2012.

Throughout his career he was involved, regularly, in the assessment, selection and promotion of soldiers, non-commissioned officers and officers. This process included formal boards, leadership courses, annual appraisals plus individuals' interviews and assessments.

He gained extensive experience of dealing with military affairs over a broad spectrum of issues: including 7 operational tours and 5 years supporting the Royal Marines. One area of expertise was officer selection and training and he was an instructor at the Royal Military Academy, Sandhurst for 2 years. Additionally, Alasdair was responsible for the special to arm training of all Royal Artillery young officers on leaving Sandhurst. More recently, and, one of his last appointments, he was both Deputy President and latterly, the Chief of Staff at the Army's Officer Selection Board at Westbury, which is responsible for the detailed assessment and subsequent selection of potential officers to attend officer training at Sandhurst.

Alasdair served with a number of regiments as well as Army, Joint and NATO Headquarters. He commanded and managed service personnel, including civil servants, from all three services and enjoyed a detailed and personal experience of leading, mentoring and advising soldiers and officers at all levels: from the newly trained young soldiers arriving in his/her first unit to senior officers who needed specialist advice and recommendations/options on specific issues.

Alasdair established his consultancy company in 2013 and since then has been preparing employment reports for personal injury cases for both Claimant and Defendant; officer and other ranks. They include detailed military and civilian employment and earnings prospects plus labour market analysis. He has given evidence in Court. Alasdair has been working with HJS Personnel Services since 2013 and brings military knowledge and expertise to ensure a continuing and focussed understanding of the particular needs of military clients. In 2015, through Bond Solon, he completed training and certification on Civil Procedure Rules for Expert Witnesses.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Luke Duckworth Lieutenant Colonel (Retired)

University of Westminster Diploma in German, fluent French

Luke was a serving officer in the Royal Armoured Corps (RAC) of the Army for 35 years. He was stationed in Germany as part of the British Army of the Rhine during the Cold War. Luke saw service in Cyprus, UK and Northern Ireland during this period. He was responsible for the career management, welfare and reporting on his soldiers. He also participated on promotion boards, Boards of Inquiry and Courts Martial and subsequently became staff qualified.

His final tour at Regimental Duty was in the capacity of Regimental Second-in-Command, The Royal Dragoon Guards, responsible for the audit and management of the Regimental accounts. He was then selected as a French speaker to join the UK delegation to NATO HQ in Brussels in support of the UK Presidency of the Western European Union. Luke was responsible for managing working groups and sub-committees.

Luke returned to military training for two years taking up an appointment as an exchange officer with the US Army at Fort Knox. He was responsible for instruction and training of US Army officers before returning to the International Planning Cell at the Western European Union, Brussels, to develop procedures for cooperation between NATO and the EU / WEU. Luke then went to the German Armour School as the British Liaison Officer. His last appointment was at the NATO strategic headquarters, SHAPE as part of the team responsible for the collective training for military headquarters assigned to NATO.

Following his military service Luke qualified as a language teacher, joined the German Federal Office of Languages before returning to the UK and as a freelance tutor running courses for military and civilian personnel.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Henry Hailstone

BA (Hons) Geography

Advanced Command and Staff Course

MBA

Affiliate Member of the Chartered Institute of Personnel and Development

Henry is an experienced employment and earnings expert witness, who has successfully addressed many complex issues and produced detailed reports supporting Defendant and Claimant personal injury cases. He has a detailed and in-depth understanding of military career structures across all three services, coupled with a strong grasp of the military resettlement employment processes.

Henry graduated from Queen Mary College, University of London with a Geography degree in 1984 and joined the Royal Navy later that year. After training to be a Lynx Helicopter Observer, he spent the next 10 years flying in various parts of the world, seeing service during the 1st Gulf War and in the Adriatic Sea during the Bosnian Conflict. Graduating from the Army Staff Course in 1996, he spent 18 months in the MoD before going back to sea as the Second-in-Command of the Frigate HMS RICHMOND. The latter half of his Naval career was spent in military procurement, both in the MoD London and the Fleet HQ in Portsmouth.

During his military career he had direct responsibility for the careers of a plethora of military personnel from all three services. He has served on a number of panels, and been directly responsible for the selection and training of naval aircrew, junior officers and naval ratings. Whilst working in the MOD, he was responsible for producing a number of critical and time sensitive reports on the procurement of key equipment for the Armed forces.

After 21 years, Henry left the Navy and embarked on a commercial career firstly with QinetiQ Plc and latterly with SCS Ltd. In a varied existence, he worked initially as a systems engineering consultant and project manager, before settling down into the business development field working across the UK and internationally.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Suzanne Hale

BA (Hons) 1st Class, Business

Suzanne served as an officer of the Royal Air Force, leaving in October 2015 after 19 years' service. Commissioned into the Logistics Branch Suzanne saw service globally in support of training activities and operations, notably within the USA and Canada, the Baltic region, Macedonia and the Middle East. During this time she was responsible for the career management, welfare, personal development and discipline of up to 200 personnel at any one time. Suzanne then joined a tri-service International Planning Team within the Ministry of Defence, and was made responsible for the continuing development of logistics liaison with Georgian, Romanian, Czech and Polish Air Force counterparts, as well as broader liaison duties within the African Union and European Union HQ's.

She was then selected for a tour at Air Command where she was appointed as a Career Manager to the Logistics and Personnel Branch Officer cadre, numbering 366 Flying Officers and Flight Lieutenants. This experience has given Suzanne an in-depth understanding of the process for the selection of personnel for promotion boards, career profiling and the identification and allocation of personnel to specific specialist roles and training courses. She also has significant experience in conducting formal interviews and giving appraisal debriefs across a number of disciplines.

Her final tour of duty was as an Air Force representative to NATO's Allied Rapid Reaction Corps in Gloucestershire where she became part of a multi-national, multi-skilled team responsible for planning major exercises and operational contingency. Suzanne continues to work alongside NATO and the British Armed Forces as a freelance advisor in the design and execution of broad range of complex global training events.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Moira Penman

Moira has over 30 years' service within the Royal Military Police during which she rose through the ranks, achieving a Late Entry Commission and promotion to Major within the Special Investigations Branch.

She has seen service around the world in UK, Germany, the Balkans, Middle East and Far East during all of which she was engaged in the full spectrum of policing activities including investigations, forensics, intelligence and covert operations.

Moira is a highly qualified and experienced investigator and interviewer who is very familiar with legal process and well-practiced at preparing, and presenting evidence for military, civilian and HM Coroners' Courts and employment tribunals. She has led numerous major inquiries, and as the Senior Investigating Officer, dealt with, and reviewed, serious crimes including murder, fraud, and a range of other offences and incidents resulting in serious injury or death.

Her final tour of duty saw her heading up the largest, most complex investigation ever carried out by the Service Police, which included the strategic management of over 130 Investigators, specialists and intelligence analysts all dedicated to one case. During her career she has gained a wealth of experience dealing with welfare, administration and career management of personnel at all levels from Section Commander to Company Commander. This included appraisal writing, formal career interviews and identifying professional and personal development opportunities.

Moira joined HJS Personnel Services in 2016 and undertakes work as an employment expert in cases involving Armed Forces personnel.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

Karen Rostron

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

Karen has been preparing employment reports since 1991, and joined HJS as an Associate in 1997. She has evaluated the employment and earnings prospects of people who have presented with work-limiting and/or career-altering disabilities, mental and physical, including those who have sustained serious head injuries. She has also prepared reports for employment tribunals and divorce cases and has experience of working on behalf of Claimants, Defendants and as a Single Joint Expert. She has researched a wide range of careers and assessed employment trends, developing a special interest in careers allied to medicine, including doctors, nurses and dentists. She also has an interest in cases involving children.

Karen first became involved in training and personnel management in 1987. In her early career, she was employed in the voluntary sector in London where she was responsible for managing a rehabilitation, retraining and resettlement programme for long-term unemployed adults and young people. This included the provision of training, career guidance, counselling and work-experience placement. Karen has experience of training and personnel management in the finance sector and, in addition to her work with HJS, she has worked as a consultant quality manager for companies in the finance sector. She was engaged to design and implement a quality management system in order to achieve ISO 9001 accreditation and provide a framework for the implementation of a risk strategy prior to the takeover of the group. This included policy development, training needs analysis and procedures for ensuring compliance with FSA regulations.

Karen is a local authority-appointed school governor and as part of this role she has, for the past five years, been responsible for monitoring and assessing the special educational needs (SEN) provision of a large primary school in Derbyshire. Her role on the resources management committee involves monitoring the school budget, pay policy provision and assessment data.

In addition to preparing employment reports for the Court, Karen advises, supports and prepares individuals who are ready to return to work through the HJS Pathway to Work programme. She is also a volunteer support worker at a community centre in her local town where a group of young adults with learning difficulties meet in order to prepare CVs and acquire interview skills before seeking supported employment.



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EMPLOYMENT REHABILITATION AND CONSULTANCY SERVICES

David Short Brigadier (Retired) CBE, late AAC

BA (Hons) Geography

Post Graduate Certificate in Education (PGCE)

Joint Services Command and Staff College - Directing Staff

Chartered Manager (Fellow) Chartered Management Institute (CMI)

David Short comes originally from Northumberland and was educated at Queen Elizabeth Grammar School, Durham and Cambridge Universities. He joined the Army and attended the Royal Military Academy Sandhurst in 1983.

After flying tours in Germany and Northern Ireland he returned to the Army Staff College at Camberley in 1994. Following a staff tour with the Headquarters of the Allied Command Europe, Rapid Reaction Corps, during which time he deployed to Bosnia for a year with NATO's Implementation Force, he went back to Germany to command his squadron. Throughout these initial years, he took a very keen interest in soldiers' careers and their promotion requirements.

On promotion, he became a member of the Directing Staff at the Joint Services Command and Staff College and this was followed rapidly by an exchange tour at the US Command and General Staff College in Fort Leavenworth, Kansas, USA. Following this, he returned to command his Regiment in Dishforth, North Yorkshire, during which time he introduced the Apache attack helicopter into the Field Army. In order to deliver this capability, the Regiment's manpower grew to some 650 in strength.

On promotion to Colonel, he went to be the Director of the Strategic Direction Centre at the Headquarters of the Supreme Commander Allied Powers Europe during which time he oversaw NATO's ISAF mission expand across the whole of Afghanistan, established training missions in Iraq and Darfur, handed over NATO's mission in Bosnia to the European Union, downsized NATO's forces in Kosovo and supported NATO's emergency relief operations following the earthquake disaster in Pakistan.

On promotion to Brigadier, he became the Director of Army Aviation (Army Air Corps) and also held the post of Director of Development in the newly formed Joint Helicopter Command. As Director Army Aviation, he was responsible for the career management of, and personnel policies for over 2,500 officers and soldiers. After 30 years of service he moved to be the General Secretary of the Combined and Army Cadet Force Associations in London.

In 2016 he established his own consultancy company. He works for the Chartered Management Institute (CMI) as a Ministry of Defence (MOD) 'Moderator' for soldier's, junior and senior officer's CMI accredited courses. He is also a Research Associate with the University of Northampton and works on their MOD related projects. In addition, he was awarded his CBE in The New Year's Honours List 2006. In 2017, he joined HJS Personnel Services and brings with him a wealth of defence operational and personnel management experience.



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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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