

Robert C Millar
Nussbaumweg 8, 33129 Delbrueck, Germany
Tel: 0049 5250 935562 (home), 0049 (0) 171 8209330 (mobile)
Email: robertmillar@gmx.de

PROFILE

Successful and resourceful Safety Adviser with experience in Facility, Logistics, and Safety Management. Ability to role shift. Organised with the ability to communicate at all levels and meet targets within deadlines. Experienced in equal opportunities and energy conservation management.

KEY SKILLS

- Experienced in safety, fire prevention, energy conservation, environmental management, training and development
- Verbal and written communication at all levels
- Instructional and mentoring skills
- Outstanding personal drive and determination
- German speaker
- IT literate, experience with various operating systems including Windows 2000, XP, 9x, NT, 3xx, Advanced Microsoft Office Skills.

CAREER HISTORY

September 2003 – Date	Equipment Manager	Engineer Training Advisory Team
November 2002 – September 2003	Security Officer	Germany Guard Service
November 1989 – November 2002	HM Forces (Army)	Royal Artillery
August 1985 – November 1989	Progress Chaser	Buoyant Upholstery
March 1976 – July 1985	HM Forces (Army)	Royal Artillery
July 1974 – March 1976	Various jobs including Baker, Fitter and Barman	

MANAGERIAL EXPERIENCE

- **Safety.** As Health and Safety Adviser for the military unit responsibilities include increasing safety awareness at all levels throughout an organisation of 600 personnel.
- Carrying out Safety Audits in order to create a safe working environment.
- Monitoring systems and analysing statistical data in order to find and remove potential problems.
- Assisting line managers in carrying out risk assessments and introducing safe systems of work.
- Assisting heads of establishments in formulating safety policy statements.
- Drafting agendas and producing minutes for SHEF meetings.
- Analysing and reducing the consumption of utilities making significant cost savings.
- Introducing practical targets for consumption of utilities.
- **Training Management.** Advising the head of the organization on all aspects of training in order to fill mutual needs for both the organisation and individuals.
- Responsible for monitoring training and producing training programmes to meet the needs of Individual and Army Training Directives.
- Designing and maintaining spreadsheets, databases and computer generated charts in order to identify progress and needs.
- Secondary duties included advising soldiers on resettlement packages and guidance on training packages so that they could achieve attainable goals.
- Organising bulk training packages in order to meet the Sub Unit's conversion deadlines to a new air defence weapon system.
- **General Management.** During military career have been in charge of military and civilian personnel from 4 up to 60 at any time. Responsible for their career structure, courses, administration, welfare and training and development.

- **Facilities.** Responsibilities include the planning and management of future projects and developments.
- Booking of stores for various activities such as adventure training and sporting events and specialised trade training.
- Organising various events for VIP visitors such as seminars and conferences.

TECHNICAL EXPERIENCE

- In charge of a conversion to a new mobile network system. Primary function is command and control of information and air space management. This entailed converting and training a military unit of 600 personnel with very basic IT experience.
- Carried out trials on the High Velocity Missile Surface to Air Missile System and the Air Defence Command Information System.
- Undertook training needs analysis (TNA) and produced individual training schedules.
- Wrote standing operational instructions for IT Communications within an Air Defence Unit.

QUALIFICATIONS

- British Safety Council Certificate in Safety Management/All Arms Safety Adviser.
- First Aid Workplace.
- All Arms Safety Manager.
- Unit Fire Safety Manager.
- Radiation Protection Supervisor
- City & Guilds Numeracy with distinction.
- City & Guilds Communication Skills.
- Pitmans Advanced Word Processing (distinction).
- Integrated Business Technology (IBT) level 2.
- National Examination Board for Supervision & Management Certificate.
- Army Education for Promotion Certificate (Advanced) distinctions in Management and Current Affairs Microsoft Certified Systems Engineer, Windows 2000 including Active Directory and Security Design.
- Diploma in computer networking essentials.

ACHIEVEMENTS

- Chairman of the Massen Community Centre.
- Awarded the Meritorious Service Medal (MSM) for services to Charities and Military Service.
- Tug of War Association grade 3 Judge. Coached a successful team winning various events including the Royal Tournament at Earls Court. Assistant British Army (Germany) Tug of War Secretary, Rhine Army Summer Show 2002.

PERSONAL

Date of birth – 28 July 1958.

Married with Daughter aged 19 and Son aged 5.

Full clean driving licence.

Excellent Health. Medical inspection March 2006.

INTERESTS

Royal British Legion — Branch Secretary of the Paderborn Branch, Welfare caseworker, Conference Committee Secretary for the District of Germany