

one page profile



Vicky

What others like and admire about me

Honest
Confident
Organised
Patient
Kind
Professional



What is important to me at work



- To have a good work/home life balance. This means trying not to have to travel on a Sunday, or working during the evenings and weekends. It also means that I need to take my holidays in line with school holidays.
- That I am not late for meetings or training, and I have prepared well for them.
- That I always have my laptop, mobile phone and Tom Tom with me when I'm away.
- To be part of a committed team and have regular contact with other team members. This can mean phone calls, email, WebEx, team meetings as well as the opportunity to work with others as often as possible.
- To have honesty and clarity from the people I work with. Detail is very important to me.

How best to support me at work

- If you want me to do something, please give me as much detail as possible about what it is, and agree a realistic deadline with me.
- If I say that I cannot do something, or if I need more time to do something, please know that I will have a very good reason for this.
- If you need to contact me, by phone or email is best. If I do not respond on the day, it is because I am away training, and may not have either the time or connectivity to do so.
- I like to talk my ideas through with people, please give me time to clarify my thinking.
- To have regular team meetings and supervision for support and to help me to focus on my work and development.
- To have good support from Kerry and the other people in the HSA office and know that I can get the answers to my questions quickly.

