
CURRICULUM VITAE

LLOYD DAVIES

FULL NAME LLOYD IOLO DAVIES

CONTACT DETAILS

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EMPLOYMENT HISTORY

A. Current employment:

1. August 2018 to present

WriteWords – Writing, Editing & Proofreading

Self-employed writer, editor and proof-reader

Services provided:

Writing, editing, proof reading and formatting services including the research, development, editing, formatting and completion of hardcopy/electronic documents.

2. November 2000 to present

Lloyd Davies Celebrant

Registered Marriage and Civil Union Celebrant

Services provided:

Preparing and conducting celebrations for Marriages, Civil Unions, including Anniversaries, Commitment, Renewal of Vows, Funerals, Graveside and Memorial Ceremonies

3. December 2023 to present

Literacy Aotearoa

Tutor

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Services provided:

Preparation of courses and tutoring of individuals and groups in literacy and numeracy

B. Past employment

1. June 2020 to October 2021

Literacy Aotearoa

***Cluster 3 – Waikato
(based in Tauranga Office)***

Waikato Cluster Manager (P/T)

Services provided:

The efficient management of the Cluster including personnel management, public relations, marketing, community liaison covering the area bounded by: Te Kauwhata in the North, Raglan in the West, Maketu in the East and Te Kuiti in the South; with the two main offices situated in Hamilton and Tauranga.

Site Coordinator and Administrator, Tauranga Office (P/T)

Services provided:

The efficient operation of day-to-day business through the coordination of high-quality administrative support, including the effective operation of ENROLpro student data base management system processes, tutor management, public relations and community liaison.

1. July 2019 to June 2020

**Literacy Aotearoa
(based in Tauranga Office)**

Operations Manager, Cluster 3 – Waikato (P/T)

Services provided:

The efficient operation of day-to-day business through the coordination of high-quality administrative support throughout the Cluster as well as the effective operation of EnrolPro data base processes. The position was disestablished together with several other positions nationwide on 1 June 2020.

2. September 2008 to December 2018

Gemini Consulting

Self-employed alternative dispute resolution practitioner.

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Services provided:

Mediation, advocacy and negotiation

3. February 2017 to July 2018

Project Restore New Zealand Trust

Executive Director (Business Development) (P/T).

Services provided:

Project Restore NZ provides restorative justice services for people (i.e. offender and survivor) involved in sexual violence.

My role was to provide comprehensive administration, management and revenue generating services encompassing accounts, HR, marketing, finance, revenue generation and stakeholder management in a co leadership team environment in collaboration and partnership with the Executive Director (Services Development).

4. August 2013 to January 2015

Alzheimers Society Tauranga Inc. (Alzheimers Tauranga)

Manager (P/T)

Services provided:

Alzheimers Tauranga provides information, support and education services to people with dementia, their families/whanau, care givers as well as raising awareness of the condition and its effects to the community at large. As Manager my role included service delivery management, marketing, financial, administration and operational management, revenue generation (negotiating District Health Board service contracts, fundraising, grants applications etc.), public relations, strategic and business planning.

5. January 2008 to September 2012

Te Tuinga Whanau Support Services Trust

General Manager (full-time)

During my term as General Manager Te Tuinga Whanau Support Services Trust:

- Provided a wide range of social work services to the Tauranga community some of which were under contract to the Ministry of Social Development and Child, Youth and Family and included advocacy and support services; the Strengthening Families

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programme lead agent; and social work services to Te Whakatipuranga School for Young Parents;

- Operated two Alternative Education programmes in Tauranga and Te Puke for up to a total of 24 students funded by the Ministry of Education;
- Delivered some youth justice services (specifically Supported Bail) under contract to the Ministry of Social Development; and
- Provided a generic youth mentoring programme to the Western Bay of Plenty community.

I was also an approved facilitator for the Strengthening Families programme.

6. September 2005 – January 2008

Self-employed Consultant
Lloyd Davies Ltd.
Tauranga

During this period, I completed a diverse range of projects including census enumeration, several one-off business development assignments, Business Development tutoring (on behalf of the YMCA Tauranga and Aoraki Polytechnic) and Office Administration and Computer tutoring (up to Level 3) for the YMCA Tauranga. The latter assignment involved the tutoring of young people and people with special learning needs.

7. January 2003 – September 2005

Executive Director
YMCA Tauranga Inc.
Tauranga

The YMCA Tauranga is a medium sized not-for-profit community organisation providing a wide variety of sport and recreation activities, education, care and youth programmes in the Tauranga area. During my tenure, it also provided early childhood education services.

8. April 1997 to January 2003

Management Consultant

Self-employed independent contractor trading as
Craig Management Associates Limited

I completed a variety of management consulting assignments including provision of general management and allied services on a continuing and fixed term independent contractor basis. My main continuing management assignment was:

General Manager (20-25 hours per week) – June 1999 to January 2003.

Diabetes Auckland Inc., PO Box 67 041, 62-64 Valley Road, Mt Eden,
Auckland

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An ongoing general management contract for the Diabetes Auckland Inc. governing body.

The most significant fixed term management contracts undertaken during this period were:

- a) Executive Trustee – (fixed term contract, March 2002 – September 2002) Waste Not Auckland Trust, PO Box 331 410, Takapuna, Auckland
- b) Executive Director – (25 hours per week - fixed term contract, March 2001 – August 2001), New Zealand Institute of Management (NZIM) - Auckland Division, PO Box 26 001, Epsom, Auckland
- c) Consulting services – April 1997 to January 2003.

I completed management consulting assignments for a diverse range of commercial companies and community organisations. My clients included:

Royal New Zealand Foundation for the Blind; Abilities (North Shore) Inc.; Hospice Wanganui; North Shore Hospice, Takapuna; Unitec; Refugee and Migrant Service (Auckland Central); Mercy Parklands Home & Hospital Limited; Better Care Rest Home Group; Paper Plus New Zealand Limited; Stirling Sports Franchises Limited; Unichem Chemists Limited, Payless Plastics (NZ) Limited, Scholastic New Zealand Limited, UniServices Limited, Auckland; New Zealand Qualifications Authority (reviewed operations management paper for Diploma in Business); Waste Not Limited and Waste Not Auckland Trust, Takapuna; Chamber of Commerce, Tauranga Region.

9. Prior to April 1997

I held various statutory social work and senior social work positions followed by senior executive and management positions in large statutory and privately operated social service and health agencies, namely:

- a) Chief Executive, South Auckland Hospice, Manurewa, Auckland.
- b) Branch Manager, IHC, Manukau.
- c) Regional Manager, Presbyterian Support Services (Northern), Auckland.
- d) District Director, Department of Social Welfare, Papakura.

During this period I also managed the New Zealand Institute of Management mentoring programme and delivered the mentor/mentee training.

ACADEMIC QUALIFICATIONS

- NZ Certificate in Literacy and Numeracy Education (Vocational/Workplace), *Literacy Aotearoa/N.Z.Q.A.*
- Diploma in Law, *University of Waikato*
- Graduate Diploma in Business Studies (Dispute Resolution), *Massey University*
- Diploma in Management, *Executive Programmes, School of Business and Economics, University of Auckland.*
- Diploma in Personnel Management, *Massey University*

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- Diploma in Social Science, *Victoria University*

PROFESSIONAL ASSOCIATIONS

Present:

Past:

- Celebrants' Association of New Zealand: *Validated Member*
- New Zealand Trustees' Association: *Fellow*
- New Zealand Institute of Management (NZIM): *Fellow* (NZIM ceased operation from December 2018)
- Arbitrators' and Mediators' Association of New Zealand: *Associate*
- New Zealand Institute of Management: *Member of National Board*
- New Zealand Trustees' Association: *National Councillor*
- New Zealand Association Resource Centre: *Advisor and Tutor*
- New Zealand Safety Council: *Trustee*
- Independent Business Foundation of New Zealand: *Trustee*
- Institute of Accredited Business Consultants Inc: *Board Member*
- Chamber of Commerce Tauranga Region, Board of Directors: *Past Vice President & Past Board member*

COMMUNITY INVOLVEMENT

Present:

- Justice of the Peace
- Registered and validated Marriage and Civil Union Celebrant
- Tauranga Village Radio Museum Incorporated: *Volunteer Broadcaster*

Past:

- Literacy Aotearoa Charitable Trust: *Trustee and National Board (Te Kōruru) Taiwi Member*
- University of Waikato Batchelor of Social Work Community Advisory Committee: *Member*
- Village Radio Tauranga Charitable Trust: *Volunteer Broadcaster*
- Literacy Aotearoa Inc: *Te Kaiwhakahaere Taiwi (Co-chairperson) National Board (Te Kōruru)*
- English Language Partners New Zealand Trust: *National Board member*
- Bay of Plenty Justices of the Peace Association: *Past President*
- Literacy Bay of Plenty Inc: *Chairperson & Board Member*
- Social Sector Forum (SmartGrowth): *Member*
- Rotary Club of Tauranga Sunrise: *Member August 2004 – January 2016; Past President (2008/09); Past Chairperson, Club Membership Committee (2010/14).*
- Literacy & Language Bay of Plenty: *Chairperson & Committee Member*
- St John Ambulance, Tauranga and Mount Maunganui Area: *Area Committee Member*
- 2011 TrustPower National Community Awards: *Member of Independent Judging Panel*
- The Tauranga Club: *Committee Member*
- Greerton Village Community Association (Mainstreet Greerton): *Hon Treasurer*
- Volunteer Western Bay of Plenty: *Chairperson & Trustee*
- Volunteering New Zealand: *Secretary/Treasurer and Board Member*

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- Rotary Club of Howick: *Member April 1993 – February 2000, Treasurer 1995 – 1997.*
- Television Western Bay of Plenty Trust: *Chairperson & Trustee*
- Community Advisory Group, University of Waikato at Tauranga: *Member*
- Village Radio Tauranga Charitable Trust: *Volunteer Broadcaster, Chairman & Trustee*
- Artsville Tauranga Moana Trust: *Trustee*
- Celebrants' Association of NZ Bay of Plenty Branch: *Secretary*