

Administrator

Laura O'Callaghan

Originally a Dental Hygienist, Laura embarked upon a career change and joined the team as a Business Administration Apprentice in 2023. Laura has since become the Talent and Development Team Administrator.

Laura is an organised and proactive administrator with a strong focus on attention to detail, efficiency and results. Her role involves planning and organising course schedules in collaboration with Business Partners, managing event logistics such as organising venues, resources, and catering, and ensuring all pre- and post-work materials are delivered on time. Laura also creates and manages projects on platforms such as Strengthscope and Insights.

Alongside event administration, Laura provides administrative support for key initiatives including the Internal Coaching Scheme, Apprenticeship Scheme, and Graduate programme. She is confident using systems such as SAP and LMS and enjoys finding efficient ways to streamline processes and support the wider team.

