

# KIMBERLEY BARNARD

## COORDINATOR, BROADCAST AND SATELLITE PLATFORMS

At Arqiva, I'm surrounded by people who are passionate about doing the very best job they can to help our business be successful. It's a fantastic environment to work in and I've had quite the journey since I joined the business in 2011 as an HR Team Assistant.

From the start, no two days were the same. I worked on our corporate induction programme, organised different charity and learning initiatives, and supported our senior team members with travel and diary management, plus lots more!

I was also given the opportunity to deputise for our then Head of HR's Executive Assistant, and this is where my passion for supporting people and organising really began to grow.



The following year, I was able to develop those skills even further when I moved into a new role within Learning & Development, coordinating training programme activities. The role played to my strengths and gave me enough challenge to keep pushing me forward.

I had my heart set on becoming a Personal Assistant, so when an opportunity came up to apply for the role of PA to the Client Management Director in our Terrestrial Broadcast team, I decided to go for it. I was over the moon to find out I'd been successful, and spent the next six years working for truly fantastic individuals and teams, gaining more confidence, and building my experience.

During this time, I also had two little boys and started working flexibly over four days each week. Juggling a being a mum and working has not always been easy, but I've been so well supported by the people I've worked for, and more generally across Arqiva. It's the kind of place where you feel well looked after.

From there, I progressed into a role as Executive Assistant to the Head of Operations. I was super proud of myself and so grateful to Arqiva for all the support I'd been given and all the chances to learn which had brought me to that point.

Today, as Coordinator for the Broadcast & Satellite Platforms team within our Technology and Transformation function, I work across processes and projects to ensure that key milestones are met, as well as managing records and reporting. Many skills I developed as a PA have transferred really well, but there is also plenty which is new and provides a learning opportunity.

I enjoy what I do so much because I love to help people, bring a plan to life and make things easier for my colleagues. Above all else, they are what make my Arqiva experience so wonderful.

