

HR Support

Summary of HR Services

Recruitment and Selection

- Act as internal recruitment department to manage recruitment campaigns for internal/external vacancies
- Work alongside HR department to manage complete process or provide additional expertise/support as required.
- Provide bespoke documents to ensure organisations comply with legal requirements and best practise

Terms and Conditions

- Draft contracts of employments to reflect the specific needs of the organisation and ensure compliance with legislation
- Review existing contracts and update as appropriate
- Provide templates for internal use and/or act as HR department to issue documents

Pay and Benefits

- Provide advice and guidance on pay and benefits to ensure organisation remains competitive
- Conduct regular market reviews of pay and benefits in specific sector
- Review and/or design policies covering holidays, sickness absence, pensions and general benefits

Managing Performance

- Design performance processes which support business objectives to include all documentation

Learning and Development

- Develop learning and development strategies which are tailored to business goals

Family Friendly Policies

- Review/design the full range of policies and procedures covering statutory employer obligations for Maternity/Paternity/Adoption/Surrogacy/Parental & Shared Parental leave/Flexible Working and Time off for work for bereavement and emergency care.
- Provide advice and guidance on managing individual cases

Equality and Diversity

- Design policies and procedures
- Provide training to support organisations in the prevention and handling of bullying and harassment cases

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Business Principles

- Review and provide regular updates to ensure policies remain legally compliant. This could include Data Protection, Health and Safety, Social Media, Email and internet use, Mental Health, Alcohol and drugs, Anti-bribery, Whistleblowing and Behaviour at work.

Managing Absence and Capability

- Provide advice and guidance in managing short and long term absence, ensuring clear policies and procedures are in place
- Manage the interface between the organisation and third parties to ensure compliance
- Provide support in managing long term absence and guidance on the difference between conduct and capability cases.

Disciplinary and Grievance

- Conduct investigations and chair meetings as an independent professional
- Assist and provide guidance on the effective management of cases
- Conduct appeal hearings

Dispute Resolution

- Provide mediation services
- Draft Settlement Agreements and liaise with legal representatives to reach resolution
- Provide support with Employment Tribunal cases

Employee Relations

- Provide advice and support on communication strategies to ensure staff are consulted where appropriate and information is clearly disseminated

Termination

- Provide advice and guidance on managing the exit of an employee to include resignation, dismissals, exit interviews, redundancies and post termination agreements

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- Manage the people process of acquisition or sale of a business/service including formal consultations, issuing letters, liaising with HR and business reps to ensure smooth transition.

Career Transition / Outplacement

- Provide one to one outplacement support including CV preparation, interview training, job hunting etc.