

OUTSOURCED HUMAN RESOURCES

People in SmallBiz offers an outsourced HR service for SME employers.

KEY BENEFITS

- Provide a HR advisory service to employers who do not have the resources to employ a fulltime HR professional
- Relieve the business owner from the burden of keeping up to date with changing Federal and State employment laws
- Ensure the business is complying with relevant employment laws
- Act on behalf of the SME as the interface between the Department of Industrial Relations, WorkCover, Office of Employee Advocate, Office of Workplace Services, Industry Association, and Employment Lawyers.

SPECIFIC DELIVERABLES

- Review of Employment Structure and Documentation
 - Awards
 - Agreements
 - Common Law Contracts
- Implementation of AWAs, ECAs and other employment contract arrangements
- Occupational Health & Safety Systems review, recommendations and implementation
- Review, Create & Implement New Hire Processes and Systems
- Create HR Policies & Procedures Manual
- Performance Counselling Advice, Support & Templates
- Termination Advice, Support & Templates
- Review of Workers' Compensation Premiums & Rehabilitation Program
- Monday to Friday 9am – 5pm telephone and email support (maximum 24 hour response time)
- Onsite presence and support as agreed

PRICING

To be determined based on the work required.

