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Human resources experts
for corporate Australia

Human Resources (HR) Consulting

www.writeyouare.com.au

Having an HR presence gives your employees a strong message that you value their contribution to the success of your business. You are telling them that workplace safety, legal compliance, performance appraisal, communication and improved processes generally are important to you. A credible HR professional can skilfully recommend changes that will benefit your company and its employees. HR is a strategic partner, an employee advocate and a change mentor for management.

Business owners cannot afford to waste valuable time and resources on policy disputes and potential lawsuits regarding their employment practices. Having sound HR policies in place can substantially reduce the likelihood of litigation, improve communication between management and employees and free up time which can be better spent on revenue producing activities.

As your company grows you and your management team are all busy delivering value-add services to your clients with perhaps not enough time to properly manage your HR function, let alone be up to speed on all the latest government compliance requirements such as the Fair Work Act and the new Work Health and Safety (WHS) legislation.

HR services that *Write you are* typically provides:

Legal compliance

- Fair Work Act 2009 – employment contracts, employee induction
- WHS compliance audits – from 1/1/2012 there will be new nationally-based legislation affecting all businesses across Australia
- Workplace harassment – training staff, implementing a grievance procedure, being a contact person if required
- Conducting workplace investigations

Policies and Procedures

- Writing HR policies
- Implementing HR processes – salary and performance reviews, conditions of employment, leave etc

Employee Relations

- Recruitment – assist in the hiring of new employees, training managers in interviewing techniques, induction process for new employees
- Identifying training needs and sourcing training providers where appropriate
- Conducting on-boarding, stay and exit interviews

HR processes your business may need help with:

- Employment contracts – compliance with Fair Work Act, Modern Award application
- Staff entitlements
- Performance management/disciplinary process/unfair dismissal legislation
- Recruiting – management training, participating in interviews, sourcing recruiters and new hire induction process
- Employee relations – employee retention, performance appraisal system, KPIs
- Workplace harassment awareness – providing training to employees and managers, grievance procedure, code of conduct and provision of contact officer
- WHS/Workers' compensation
- HR policy and procedure manual

2 easy options for using Write you are

1) ½ day HR on-site support per month

This option gives your business an HR resource on-site 1/2 day per month as well as email and phone support during the whole month.

Included in this price, a number of the HR processes outlined above are completed within an agreed timeframe.

OR

2) Specific HR projects are completed as required with ad hoc additional HR services provided if and when required

Please contact me on 1300 900 741 if you require any more information on how *Write you are* can help your business.

David Wurth
Principal
Write you are