



HRx Consultancy Services





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Organisations often fall victim to constantly changing employment legislation as the excitement and pressures of business development often override human resource management requirements.

The importance of keeping up with the changes in employment law should not be underestimated.

The benefits of having professional advice and guidance readily available to ensure that accurate detailed documentation and procedures are in place will help avoid potential costly litigation and result in greater efficiency, whilst ensuring staff motivation and commitment.

HRx was founded to provide advice and support, specifically to start-up and emerging businesses.

HRx comprises a flexible team of consultants with experience in different aspects of the human resource functions such as policies and procedures; employment law; career counselling and development; recruitment and outplacement.

HRx teams are brought together under a project director to provide expertise on an assignment by assignment basis.

HRx offers a cost-effective, flexible solution to short-term and ongoing human resource management for:

- Start-up companies
- Developing businesses
- Organisations that are embarking upon the establishment of in-house, dedicated human resource management

HRx also offers support to established Human Resource departments.

HRx offers services across a wide industry spectrum.



SERVICES OFFERED BY HRX INCLUDE

- Employee Handbooks
- Standardised Documentation
- Job Descriptions & Person Specifications
- Recruitment
- Interview Techniques
- Induction
- Salary & Benefits Administration
- Performance Appraisal
- Training & Development
- Absence Management
- Discipline, Dismissal & Grievance
- Career Development
- Payroll Administration
- Pension Administration
- Change & Crisis Management
- Outplacement & Coaching
- Retirement



EMPLOYEE HANDBOOKS

Incorporating Policies & Procedures

An employee handbook is an important communication tool that lets employees know what is expected of them and what they can expect from their employers. If your organisation doesn't have written policies and procedures that are implemented in a consistent and fair manner, chances are your managers and supervisors are making personnel decisions based on personal hunches, likes/dislikes, attempts to avoid an issue or even contentment with an established yet inefficient system.

HRx can develop an employee handbook that is tailored to your organisation's individual requirements. Our customised employee handbook will incorporate all the HR policies and procedures your organisation needs to ensure compliance with employment regulations, improve employee communications, and create consistency in policy application.

STANDARDISED DOCUMENTATION

Consistency is vitally important to the smooth running of an organisation regardless of size or industry sector. It is also important when dealing with issues such as promotion, disciplinary hearings or redundancy decisions, based on factors such as attendance and performance.

HRx can provide your organisation with a comprehensive list of document templates, which will be customised for your organisation, for use in recruitment, holiday requests, training applications, performance appraisals, disciplinary hearings, remuneration structuring, benefits package monitoring and many other areas.

JOB DESCRIPTIONS & PERSON SPECIFICATIONS

Regardless of the size or complexity of an organisation, a job description that is current and comprehensive is an effective management tool for communicating job requirements and performance standards to employees. A job description helps introduce new employees to their jobs and aids in their on-the-job training. Job descriptions also play an important role in evaluating job performance by helping to compare an employee's actual performance with the set standards as indicated on the formalised job description.

Job descriptions and person specifications give managers and supervisors the guidelines to hire, promote and supervise with maximum effectiveness. If your organisation wants to increase employee communications and maximise productivity, well-written job descriptions and person specifications are essential.

HRx offers customised job descriptions and person specifications. Our comprehensive job descriptions demonstrate compliance with current and approaching legislation.



RECRUITMENT

Attracting the right person for the job will save you time and money. Detailed Job Descriptions and Person Specifications enable an organisation to identify what the job requires and the skills needed to perform the job, but the recruitment process, if handled incorrectly, can be expensive and time consuming. A poorly worded or misplaced advertisement can attract the wrong people to your door and in today's employment climate you need to be as specific as possible to reduce the number of inappropriate applicants.

HRx can manage your complete recruitment process for all Corporate Support and Commercial personnel. Our sister company Acknowledge Resourcing, provide a comprehensive recruitment service for Engineering, Scientific and IT Specialist personnel.

HRx also provides clients with support and guidance where the recruitment process is to be managed internally. This includes help with the creation of client advertisements and ensuring that they are placed in the most appropriate media. Help is also available for the sifting/short-listing process and attendance and support during interviews, with a view to providing a further objective opinion of candidates.

HRx will provide a time-table of events to aid the smooth management of the recruitment process, thereby ensuring that all applicants are dealt with in a timely and efficient manner.

INTERVIEW TECHNIQUE

Having prepared a justification for the role along with a job description and person specification, it is imperative that candidates are interviewed in a timely, professional and consistent manner. Managers and supervisors involved in the recruitment process need to be trained to ensure that they and the candidates gain the maximum from the interview(s) and can form a considered judgement on how to proceed.

HRx offer a comprehensive training programme with supporting documentation that supplements the job knowledge and skills appreciation of the line managers as they seek to select from those candidates short-listed for employment.

INDUCTION

The first few days of a new job are extremely important to a new recruit. Simply providing a handbook and sitting them at their work-station is not enough.

HRx can provide you with a complete induction programme from the moment the new recruit is employed to the follow up meeting by their line manager or supervisor at the end of the agreed induction period.



SALARY & BENEFITS ADMINISTRATION

Most start-up and emerging companies do not have a formal salary and benefits administration programme in place. The overall goal of a salary and benefits administration programme is to attract, retain, and motivate employees and to help an organisation achieve its management objectives.

Because employees represent a substantial investment in an organisation and labour costs have a significant impact on the annual budget, it is critical for employers to adopt an effective salary and benefits administration programme.

The loss of quality personnel due to an ineffective compensation programme has an impact far in excess of the obvious costs of replacement.

PERFORMANCE APPRAISAL

Do your employees know how well they're performing? Are employees given attainable and quantifiable goals to strive towards?

Most employees want and expect regular performance feedback. A performance appraisal programme achieves this goal by providing an ongoing process for evaluating job performance and providing constructive feedback. By acknowledging an employee's contributions to the organisation and setting challenging but attainable goals for the next review period, the performance appraisal provides an effective method of increasing employee motivation. Organisations that don't evaluate their employees usually have lower productivity, poor employee morale, and higher staff turnover.

HRx can develop and implement a performance appraisal programme that is tailored to the specific and unique needs of your organisation. Our services include creating effective performance management policies and procedures, developing customised appraisal forms, and conducting employee and management/supervisory training and coaching.

TRAINING & DEVELOPMENT

Through a wide network of training providers, HRx offers a variety of training and development options for both management and employees. Training topics available include, but are not limited to:

- Communication Skills
- Counselling and Coaching
- Employee Motivation and Morale Enhancement
- Sales and Marketing
- Recruiting and Interviewing
- Management Skills Development
- Team Building
- Problem Solving and Conflict Resolution
- Performance Appraisals
- Information Technology (beginner to advanced levels)

ABSENCE MANAGEMENT

Absenteeism results in a dramatic adverse cost to all businesses, no matter whether these intervals of absence are for the odd day or for extended periods.

There are a variety of approaches that may be employed to manage these interruptions and HRx will advise on what is most appropriate for specific circumstances.



DISCIPLINE, DISMISSAL & GRIEVANCE

Further to the introduction of the ACAS Discipline and Grievance code in April 2009 all employers, regardless of size, should operate minimum dismissal, disciplinary and grievance procedures.

A formal disciplinary procedure should be in place in order that employees are aware of what constitutes acceptable and unacceptable behaviour. This will ensure all deviation is dealt with in a fair and equitable manner.

The ultimate step in the disciplinary procedure is dismissal, which comes into effect if, despite warnings, conduct or performance does not improve, or for a first offence of gross misconduct. Many employers are nervous when it comes to dismissing employees, as they are concerned that a potential minefield of legislation awaits them.

An employee working in an organisation may, at some time, have problems or concerns about their work, working conditions or relationships with colleagues that they wish to talk about with their manager. They will want the grievance to be addressed, and, if possible, resolved. It is in the organisation's best interest to resolve problems that if left unresolved could develop into larger issues.

With discipline and grievance issues, fairness and consistency are vital to a successful conclusion. HRx will give advice and guidance through the stages required to ensure discipline, dismissal and grievance processes are compliant with current legislation.

CAREER DEVELOPMENT

Once you have recruited and trained your employees it is important that they are kept motivated and interested in the job and their skills are developed. Once skills are mastered, often with additional qualifications obtained, it is human nature to want to move onto the next level. It is important to have career development programmes in place to accommodate personal growth.

PAYROLL ADMINISTRATION

There is a vast array of systems on offer at this time to manage payroll. HRx provides advice and guidance on the most appropriate software for your organisation.

PENSION ADMINISTRATION

Many different pension schemes are available today. HRx will provide introductions to professional advisors who will identify those schemes best suited to your organisation and will help you through the pensions maze.

CHANGE & CRISIS MANAGEMENT

Restructure, Reorganisation or Relocation

We are in a constantly changing business environment. Acquisitions, mergers, buy-ins, buy-outs, spin-outs, start-ups, and regrettably some closures, will continue to be a feature of the business world. HRx can help make the transition run smoothly and ensure effective communication with employees, which is key to business success.

OUTPLACEMENT & COACHING

Whether voluntary or involuntary, redundancy is often a difficult time for employees. It is important that the organisation supports the departing employee(s) and not lose sight of the impact redundancy has on those remaining.

HRx provides introductions to a variety of specialist outplacement consultants who will help the redundant employee find new work or ease into retirement.

HRx will also provide guidance on how to avoid low morale of the remaining employees during and after redundancies.

RETIREMENT

Employers and employees often underestimate the effect of retirement on both the organisation and the individual. The potentially adverse impact on staff morale and the skill gaps created during the retirement process need to be identified and addressed so as to ensure that all parties are comfortable with the transition.

HRx can help with the administration and management of employees embarking on retirement.



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