

# IN-HOUSE HR MANAGER



## In-house HR Support

Need in-house HR management support, but don't want a full-time HR resource? We have just the solution for you. Our HR Business Solutions "In-House HR Manager" service involves us providing an experienced HR Manager to work in your business on a regular, part-time basis – anywhere from 1 to 10 days per month or as required.

The In-House HR Manager will provide your organisation with the advantage of an independent and objective HR advisor. The In-House HR Manager can undertake a range of services and activities in accordance with your organisation's specific needs. This solution is a perfect fit for small and medium-sized organisations that need the support of reliable and practical HR advice and representation but don't have a requirement for a full-time role.

The In-House HR Manager can perform a range of valuable functions, including:

- Undertake job analysis and prepare job descriptions.
- Coordinate recruitment activities.
- Draft employee letters, policies and procedures.
- Provide objective 3<sup>rd</sup> party HR representation.
- Manage in-house employee grievance procedures.
- Facilitate employee discipline meetings.
- Coordinate workplace investigations as a result of policy breaches.
- Lead change management initiatives.
- Develop staff communications and facilitate employee meetings.
- Provide career coaching services to employees.
- Coach line managers on best-practice people management strategies.
- Assist with performance management and salary review tasks.

**Good HR advice is hard to come by. Take advantage of the best -practice capability of our professional staff – as and when you need us. For further information about our services, please contact Tina Radford on 07 3393 1100 or email [tina@hrbs.com.au](mailto:tina@hrbs.com.au)**

Prepared By:

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