

OUTSOURCED HR MANAGER

HR for SmallBiz offers an *Outsourced HR Manager* service as a retained HR service for small and medium sized businesses. This arrangement entails a mixture of both onsite and offsite support to manage your requirements at the three levels of human resource management - operational, tactical, and strategic:

Compliance HR

After an initial review of the major employment compliance areas we would review the day to day processes and policies of the business. Management of any changes required to:

- Comply with federal and state employment legislation
- Comply with state OH&S legislation
- Ensure efficient and compliance payroll management
- Ensuring minimum rates are met
- Leave policies are in accordance with legislation
- Work Environment policies are compliant – harassment, EEO, etc.
- New Hire induction processes are in place
- Termination processes are compliant

Tactical HR

Once basic compliance is met, we can focus on tactical HR activities. Review and management of the following major areas of HR:

- Recruitment
- Performance Management
- Salary Review Process
- Performance Counselling
- Training & Development

Strategic HR

When the tactical HR programs are in place and operating well, HR can then assist senior management with more sophisticated, longer term processes, such as:

- Incentive, Commission or Bonus Planning
- Retention Programs for key staff
- Team Building events
- Succession Planning
- Organisation Restructuring
- Employee engagement and communication

The first month of the service typically involves reviewing existing HR systems and then creating a HR roadmap of agreed activities to be delivered throughout the year. A detailed monthly report is provided to document the status and progress against the agreed roadmap.