

**"We take care of the people
who take care of your business"**



**THE HR
DIVISION**

HR OUTSOURCING SPECIALISTS

**An introduction to our services and how we can help take your
business to the next level**

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ABOUT US

We specialise in bespoke HR solutions to support your business objectives

At The HR Division, we offer professional and unique human resources solutions to facilitate your specific business requirements, so that you can solely focus on your business. We are a fully outsourced HR platform for small to large businesses, where our services span the full spectrum from transactional HR support through to complex projects. We will guide you through the whole employee lifecycle, from the beginning of their employment to the end.

We take pride in quality and dedicate ourselves in meeting client expectations; therefore, our experts work resourcefully to acquire extensive insights into your business, so that you are provided with a bespoke 360° HR solution!

We offer a cost-effective, personal, hands-on approach, which will be designed specifically for you by our team of highly experienced HR specialists.

Working with our HR Account Managers

We support businesses to minimise risk. Employment laws are changing continuously, and it can prove a challenge for employers to remain updated on all legislations that currently affect the workplace. Our HR professionals will be fully updated with all appropriate changes, so that you are always compliant with your HR policies and procedures. By maintaining and auditing your company policies and practices, we will ensure that you and your employees' best interests are always looked after.

We deliver what we promise

We believe that a true, lasting relationship should be based on honesty and transparency. We don't just 'sell our product', we are certain that building rapport with our customers will not only give you peace of mind, but will ultimately provide you with a dedicated, motivated and focused workforce. We guarantee that signing up with The HR Division will contribute to your overall business success and ultimately the success of your people.

A woman with long blonde hair, wearing a grey sweater and a colorful patterned jacket, is seated and gesturing with her hands while speaking. She is looking towards the right. In the background, a man with glasses and a blue and white striped shirt is seated, looking towards the speaker. Behind him, a woman with long dark hair is standing and looking on. The setting appears to be a modern office or meeting room with large windows and indoor plants.

**We offer a cost-effective
bespoke 360° HR solution!**

OUR HR SERVICES

We offer everything that you would expect from a professional, bespoke outsourced HR consultancy. Our dedicated HR team can provide the services outlined below. If you do not see what you need from the services listed, please let us know – we can deliver any form of HR practice to support your business.

We have two types of service plans available – core and specialist. Pricing will be bespoke to your company's requirements and will consider various factors, including the number of employees in your company and the level of service you need. Find out more on page 6.

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CORE PLANS: For businesses requiring ongoing HR support

Our core services have been organised into three plans, each with an increasing number of services: Bronze, Silver and Gold. The Gold plan is our most comprehensive core plan containing everything in the Bronze and Silver plans. Choose the plan that fits your business.

	BRONZE	SILVER	GOLD
	For start-up businesses/small businesses requiring ongoing, basic HR support	For businesses requiring ongoing, comprehensive HR support and compliance	For businesses requiring full suite, ongoing HR support and compliance so that they can invest more time into their business
HR Audit	✓	✓	✓
Dedicated HR Account Manager	✓	✓	✓
Employment Contract	✓	✓	✓
Offer Letter	✓	✓	✓
Leavers Documents	✓	✓	✓
Design Staff Handbook	✓	✓	✓
HR Ongoing Advice	✓	✓	✓
Employment Law Advice	✓	✓	✓
Updating HR Legislation	✓	✓	✓
Advice on HR Best Practices	✓	✓	✓
Employee Eligibility Checks	–	✓	✓
Probationary Period Set Up	–	✓	✓
Writing Job Descriptions	–	✓	✓
Reference Checks	–	✓	✓
Probationary Management	–	–	✓
Maternity / Paternity Checklists	–	–	✓
Initial Applicant Screening	–	–	✓
Job Board Management	–	–	✓
Exit Interviews	–	–	✓
Employer / Employee Mediation	–	–	✓
Employee Survey	–	–	✓

SPECIALIST PLANS: Catering for more specific needs

Our specialist plans cater for more specific needs. There are three categories: Start-Ups, Interim and Diamond. The Start-Ups plan focuses on getting new businesses up to speed with up to 8 weeks of temporary HR support. The Interim plan allows businesses to hire a HR professional for a specific period of time to focus on a particular area of expertise. The Diamond plan is targeted at businesses working on specific HR projects.

START-UPS

Up to 8 weeks of support for businesses requiring short-term HR support. Services include:

- HR Audit
- Dedicated HR Account Manager
- Employment Contract
- Offer Letter
- Leavers Documents
- Design Staff Handbook
- HR Ongoing Advice
- Employment Law Advice
- Updating HR Legislation
- Advice on HR Best Practices
- Employee Eligibility Checks
- Probationary Period Set Up
- Writing Job Descriptions
- Reference Checks

INTERIM

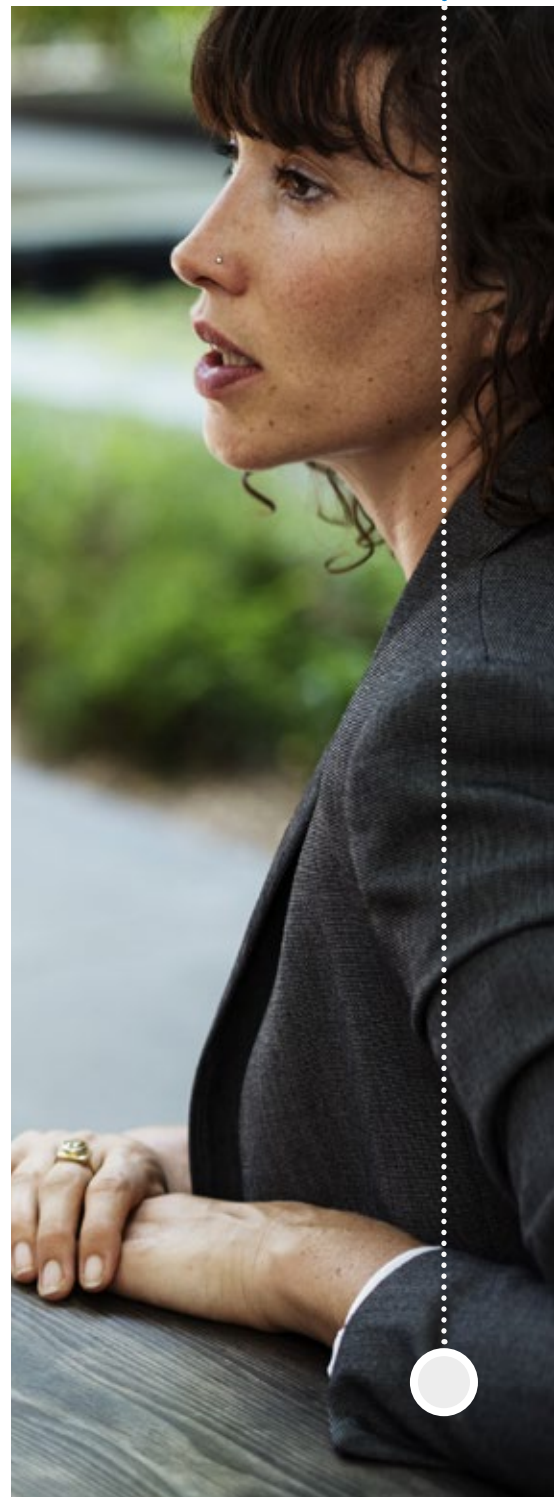
For businesses requiring an on-site HR professional for a short period. Priced at a daily rate. Levels include:

- HR Director
- HR Business Partner
- HR Manager
- HR Officer / Coordinator
- Training & Development Specialist
- Professional Coach
- Mentor
- Mediator
- Compensation & Benefits Specialist
- Payroll / Tronc Specialist

DIAMOND

For growing businesses wanting to enhance their employee brand. Priced on application. Projects include:

- Compensation & Benefits Review
- Conflict Management
- Staff Retention
- Performance Management
- Appraisal Design & Review
- TUPE
- Employee Surveys
- Redundancy Process
- Restructuring
- Change Management
- Payroll Set Up
- Tronc
- HR Strategy
- Company Culture
- Values & Behaviours
- Employee Branding
- Health & Safety Advice & Training
- Food & Hygiene Advice & Training
- Training & Development Courses
- Merger & Acquisitions
- Flexible Working
- DBS Checks
- Employee Headcount Plan
- Coaching and Mentoring
- Managing External Recruitment Agencies



“Our comprehensive portfolio of HR services will have you covered”



Our services will be uniquely tailored to
your business needs ...

WHY CHOOSE US

The benefits of using our bespoke HR services

- Saving you £££'s in holiday and NI payments
- Fully compliant and up to date on all new employment legislations
- Help to address costly and time-consuming potential legal disputes
- No need for cover during holidays and sickness – your HR needs will always be covered
- Saving you precious time to concentrate on your business
- A dedicated HR professional looking after your investment in people
- Help and preparation for future talent requirements
- Improving your employee brand and employee experience
- Reducing staff turnover and improving retention
- Improving employer/employee relationships
- Enhancing employee skills

OUR FEE STRUCTURE

Our fees are competitive and completely bespoke to the services you require

The cost of our HR support is extremely bespoke and competitive, taking into consideration various factors, including the number of employees in your company and the level of service you need. We are flexible when charging our clients, most benefit from our pay-as-you-use service which simply means that you only receive an invoice when you have utilised our HR support. We will also accommodate monthly retainers for more structured billing and we would be happy to discuss this further with you. If you do not see what you need from our HR comprehensive services list (see pages 3-4), please let us know. We can deliver any form of HR practice to support your business.

If you would like to contact us for an initial confidential chat or to book a free, non-obligation HR Audit, please contact us using the details on the next page.

... get in touch now to learn how we can
help your business grow!



GET IN TOUCH



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