



HR DYNAMICS SMALL BUSINESS PACKAGE

At HR Dynamics we understand that small business need effective HR frameworks in place.

HR Dynamics can provide your business with useable, easy to implement HR processes, that won't overwhelm you in unnecessary paperwork.



Small BUSINESS PACKAGE

Update Template Letters of Engagement

Full-time, part-time and casual templates will be provided. Audit all current employees to ensure that their contracts are accurate and up to date. Re-issue contracts as required. When writing the contracts HR Dynamics consultants will provide award advice and ensure that you are aware of your obligations. We will also provide casual conversion letters if this is required by the award.

Job Descriptions for Each Position in the Organisation (at time of package)

Review job descriptions and reissue to all staff. A job description clearly defines what you are looking for in an effective staff member. An effective job description details the primary functions of the job, how the tasks will be carried out, and the necessary skills needed to perform the job.

Design Organisational Performance Management Process (review forms)

Design qualifying review and annual performance review templates.

Design Performance Counseling (warning) Process

Implement a policy for performance counseling process, design forms to be used for record performance counseling sessions, notice of disciplinary meeting template.

Design Organisational Recruitment Information

Design recruitment forms and procedures and prepare Interview guide for team members, supervisors and managers and reference check forms.

Design Employee Handbook (incorporating WH&S)

Review, update and re-issue an employee handbook specific to your business including (but not limited to) policies on:

- Annual leave (requesting and taking), personal leave, leave without pay
- Time-sheets, rosters, overtime policies
- Email, internet, mobile phones and social media
- Grooming, smoking, eating, drinking, customer service
- Intellectual property, conflicts of interest, outside employment
- Bullying, harassment and discrimination, grievances and performance management policies
- Manual handling, near misses, hazard reporting, fire procedures and fatigue, safe driving, vehicle policies
- Confidentiality
- Drugs and alcohol

First Day Induction

The first day induction is a checklist of the important items that you should discuss with your new staff member on their first day of work.



HRdynamics
effective employee management

 07 4051 7307 OR 0438 735 926

 phoebe@hrdynamics.com.au



What can **HR DYNAMICS** **PROVIDE**

The key critical element identified for success in the competitive business marketplace is related around staffing and service issues, including:

1 Setting expectations with staff members from the beginning.

2 Staff with a customer service focus that support the company brand.

3 Written policies in place to ensure legal coverage.

4 Excellence in staff productivity; ensuring staff are accountable for their role and pride in their work.

5 Recruiting the right people, in the right roles, at the right time, with the right training and support.

6 Ensuring the frameworks and systems are in place to ensure consistency in service delivery.

OUR HR DYNAMICS TEAM CURRENTLY WORK WITH SMALL TO MEDIUM BUSINESSES IN A RANGE OF CAPABILITIES

These include auditing business HR systems, establishing tailored HR frameworks, assisting in recruitment, conducting staff performance reviews, staff counselling sessions and setting key objectives for both the owners/managers and the team.

Our team is passionate about leadership and ensuring that staff work to the best of their ability. We are able to assist you to manage complex HR issues including staff mediation.

HR Dynamics is a local company that has the capacity to not only set up the appropriate framework for the future staffing needs, but to continue to provide ongoing HR support.

HR dynamics **CONSULTANT TEAM**

effective employee management



PHOEBE KITTO
Director

A Director of the company Phoebe has 18 years experience in human resource management. Prior to HR Dynamics Phoebe has a strong human resources background in international five star hotels, working at a national level as a lead Human Resource Auditor for Starwood Hotels and Resorts. A particular area of interest for Phoebe is in helping those businesses where the management team are tired and stressed and need some one on one assistance to increase motivation and direction to get the business back on track to achieve higher levels of success.

A Director of the company Rebecca has 17 years experience in human resource management complemented by a degree in Management and Human Resources from James Cook University as well as qualifications in training and assessment. Prior to HR Dynamics Rebecca worked in HR leadership roles for large international organisations in both the hospitality and engineering sectors. Rebecca has worked with a number of local Government organisations in Far North Queensland and Cape York Peninsula and is experienced in restructuring and ensuring long-term organisational sustainability.



REBECCA WRIGHT
Director



MARGARET McMAHON
Industrial Relations Advisor

Margaret has an extensive background in HR and Operations Management with a focus on Industrial Relations. With a Bachelor of Business in Industrial Relations and over 20 years experience within large organisations including the NSW and QLD Club industry, Australia's largest defence contractor and large training organisations both as a trainer and Executive level Manager. As HR Dynamics Senior consultant, Margaret is a competent workplace advisor and has researched, prepared and conducted complex cases before Fair Work Australia. These include unfair dismissal cases and adverse action cases. Margaret has experience in preparing complex workcover responses and conducting independent workplace investigations.

Teneal holds a Bachelor of Business majoring in Human Resource Management from James Cook University as well as qualifications in Training and Assessment. Prior to Human Resource Dynamics Teneal worked as a Paralegal where she supported commercial, litigation and criminal lawyers on their matters.

Teneal is passionate about helping business achieve their goals, through implementing robust HR systems, including ensuring Modern Award compliance with the Fair Work Ombudsman. Teneal is experienced in writing Contracts of Employment and HR policies. Teneal is also experienced at drafting Enterprise Bargaining Agreements and assisting Employers at the Fair Work Commission. Teneal is also experienced in QA audits and is currently pursuing her interest in WH&S by studying a Certificate IV in Workplace Health and Safety.



TENEAL FABIANI
Senior HR Consultant



ANNE-MARIE WYPER
HR Consultant

Anne-Marie holds a Bachelor of Business majoring in Human Resource Management from the University of Southern Queensland. Prior to Human Resource Dynamics, Anne-Marie worked in various Human Resources roles for 7 years within local government and the health industry and has experience in recruitment, injury management, rehabilitation and return to work, training and Australian Human Resource Institute and is currently working towards completing further study to obtain her Master of Business Administration majoring in Strategic Human Resource Management through the University of Southern Queensland.

Joanna is an objective and personable advisor. She has completed a Bachelor Degree in Psychology and Post-Graduate Certification in Human Resources from Canada. She has over 12 years of International experience managing the day-to-day operations of Human Resources, in both a generalist and managerial capacity. Her international experience, in Canada and Australia, has provided her opportunities to work across a range of industries, including manufacturing, logistics, events, technology, property management and hospitality. Joanna's passion lies in providing people and culture solutions for her clients by helping them identify and build HR frameworks through compliance, technology and people.



JOANNA HRYNCZYSZYN
HR Consultant



MARINKA ZANETICH
HR Consultant

Marinka joins the Human Resource Dynamics team from a recruitment and marketing background. Marinka is currently studying a degree in Human Resources at the University of New England and has previous experience in events management, and television, print, and digital advertising - including LinkedIn.

A proud local, Marinka demonstrates her passion for the Far North Queensland region by volunteering her time on the committee for the Cairns Agricultural, Pastoral and Mining Association and as an Emerging Leader with the Cairns Young Chamber of Commerce.

TERMS AND CONDITIONS

At Human Resource Dynamics we are committed to providing a range of staffing solutions to assist you in reaching your business goals. We believe that people are a company's greatest asset; good people management will result in a productive and engaged team this will lead to a successful business. Acceptance of our services signifies acceptance of these terms and conditions. Our standard rates:

- \$160 + GST per hour for generalist HR consultation and recruitment
- \$190 + GST per hour for termination and redundancy advice, performance management, warnings, terminations and complex investigations, Fair Work preparation
- \$200 + GST per hour for mentoring and senior management/CEO performance reviews, training sessions, Fair Work hearings and conciliations, mediation services
- 15% discount for clients on ongoing packages off all rates

CONFIDENTIALITY

The strictest confidentiality of all business and staff related information pertaining to your organisation will be kept at all times.

THIRD PARTY SERVICES

To ensure that accurate information is provided by Human Resource Dynamics, advice may be sought from government agencies and employer advisory groups. To assist in the inquiry, information regarding your business may need to be provided. Should you not wish this to occur please contact Phoebe Kitto or Rebecca Bottomer.

PAYMENT OF ACCOUNTS

Invoices are payable to Human Resource Dynamics Pty Ltd within 14 days of invoicing. Accounts can be paid by means of cash, cheque or direct deposit.

OUR INVOICING TERMS ARE STRICTLY 14 DAYS.

Liability Human Resource Dynamics does not provide legal advice. If you need a lawyer we are happy to make a recommendation. We take all due care to provide you with quality human resources services, however, our liability is limited to the extent of the contractual payments you have made to us and then only if we have demonstrably breached our obligations to you. We accept no liability for any sort of consequential loss or damage.

TRAVEL COSTS

For areas outside of Cairns, Mossman and Port Douglas, the travel rate of \$160.00 AUD per hour will be charged.