



HR Administration

Effective and efficient HR administrative systems and processes are fundamental to a smoothly operating administrative function, which will contribute to a successful organisation strategy.

At the HR Services Partnership we understand the benefits that a robust HR administration system provides our clients and we assist with the implementation and management of such systems and procedures, tailored specifically to our clients' individual needs.

What we offer

Supporting Operational Effectiveness

- ✓ Developing HR administration procedures and processes that align with the organisations strategic objectives and reflect the values held within the organisation
- ✓ Monitor and measure the effectiveness of the HR systems through absence management, staff retention and turnover data
- ✓ Ensuring probation deadlines are tracked and concerns managed

Transactional HR Support

- ✓ Be the first point of contact for HR queries
- ✓ Prepare and administer contracts of employment and contract variations
- ✓ Ensure the relevant HR database is up to date, accurate and complies with legislation
- ✓ Maintaining a monthly staff list including staff absence figures
- ✓ Preparing monthly payroll figures
- ✓ Calculating holiday entitlements for staff, along with other benefit administration
- ✓ Administering leaver documentation

Why choose us?

- ✓ Qualified experienced HR professionals
- ✓ Pragmatic approach to problem solving
- ✓ Dedicated consultants to ensure continuity
- ✓ Bespoke policies and procedures
- ✓ On-site support when required



"We have used HRSP to provide support to our branches regarding providing independent advice and support to our busy HR team at the Central Charity"

Catherine Johnstone, CEO – Samaritans

"The response to all queries is fast, helpful and friendly; their advice is clear and comprehensive; their support invaluable"

Miranda Litchfield, Director – Society of the Little Flower

Visit our website for further testimonials

**Call us for
more information**

Tel: 01403 240205
www.hrservicespartnership.co.uk

How can I improve skills?
 HOW DO I INTRODUCE A NEW PAY STRUCTURE?
 What is the process we need to follow?
 How can we adapt?
 WHO CAN I TURN TO?
 We need a strategic approach?
 HOW DO WE UPDATE OUR STAFF POLICIES?
 We haven't got the time!
 HOW CAN WE DO THIS LEGALLY?
 What do my staff really think?
 WHO CAN I RELY ON?
 What is the risk?
 Why are some staff always calling in sick?
 How can I reduce recruitment costs?



The Right choice HRSP

We definitely made the right choice in choosing HRSP and would have no hesitation in recommending them.

Tracie Colin-McKenzie, Trustee, Worthing Women's Aid.

“A professional and efficient service in a friendly, pragmatic way”

I have worked with HRSP during my time as CEO of several charities and would not hesitate to recommend them to others. In my most recent role as CEO for Samaritans we have used HRSP to provide support to our branches regarding employing staff and also to provide independent advice and support to our busy HR team at the Central Charity. HRSP quickly built up good working relationships with the HR team and staff and soon grasped an understanding of our complex structure and unique way of working. HRSP have provided a professional and efficient service in a friendly, pragmatic way.

Catherine Johnstone, CEO – Samaritans

“Tailored their service and advice”

“On being appointed, the HR Services Partnership very quickly understood the ethos and culture of our organisation and tailored their service and advice accordingly. In my experience of a range of HR service providers, their help in bringing our HR policies and procedures in line with good practice and regulatory requirements has been second to none. In addition and equally important, working with all members of their team has been a pleasure”.

Adrian Maunders, CEO, English Rural Housing

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