

# Building Human Resources Ltd

## Focus on your core business by using our expertise

Building Human Resources has a proven track record as a successful human resource consultancy and interim HR management company, with a reputation for providing an exemplary service at a competitive rate. Founded in 2003 by Joanne Williams, Chartered MCIPD, the company offers a comprehensive range of services in line with current employment legislation and best practice - for specific projects, one-off pieces of work, and/or retained services.

### Tailoring our services towards your needs

Employment legislation increases in its complexity every year. Staff are also becoming increasingly litigious. We tailor our services accordingly and towards your needs, giving you expert advice and guidance that is:

- Timely
- Effective
- Pragmatic

Claims against companies who do not have fundamental HR practices in place can amount to thousands of pounds – potentially crippling for many businesses. However large or small your organisation, and whatever industry you are in, we will identify any areas for concern and protect your bottom line.

### We will add value to your business

Employment red tape for SME's is growing and changing. Unlike large organisations, many small businesses simply do not have the time or the resources to deal with it. By turning to us you can relax, safe in the knowledge that you are receiving the very best HR expertise available, freeing you to focus 100% on your core business.

What sets us apart from even our fiercest competitors is that we go further. We pride ourselves not only on the standard of services we offer, but also on the close relationships and clear communication we establish with our clients - something many other HR consultancies fail to do.

Thanks to the professionalism, dedication and genuine enthusiasm of our team, we will add value to your business and ensure you meet your objectives.

# Our Services

From start-ups wishing for some initial HR guidance to ensure compliance, to more established organisations seeking to source professional HR services, think of Building Human Resources as a 'one stop shop' staffed by personnel of the highest calibre. We are all expert Senior HR professionals and members of the CIPD. We draw upon a broad range of experience in the private, public and voluntary sectors to offer you the best possible guidance, whatever issues arise.

## **HR consultancy, Interim HR management, HR solutions...**

As well as expert people management support, our services include:

- Practical step by step assistance and guidance with everyday employment relations issues
- Designing HR policies, processes and procedures
- Independent investigations especially around bullying, harassment, discrimination, poor performance and misconduct
- Training tailored to meet your individual needs (and aimed at any level of management and experience) – diversity, appraisals, managing capability and performance, recruitment, implementing company policies and procedures
- Outsourced HR and HR retained service offering support and guidance to businesses and managers around employment law and employee relations issues (telephone, e-mail, face to face, hands on approach...)
- Advice and guidance in best practice and employment legislation
- Recruitment and Talent management
- Assessment & Development Centres and Psychometric testing
- Advice concerning terms and conditions and contracts of employment
- Assistance with correspondence with employees and/or their representatives
- Up to date advice on employment law and best practice
- Implementation of company policies and procedures (including disciplinary and capability procedures)
- Developing Contracts of Employment and staff handbooks
- HR audits, staff surveys...

- Newsletter

### **Psychometric testing**

As well as effectively complementing other assessment techniques, Psychometric tests can be used to accurately and reliably predict an individual's capacity, behaviour, skill and motivation to do a given job. They are designed to provide a consistent measure of people's traits, abilities, skills and interests.

This can result in:

- Enhanced decision making throughout recruitment and selection, individual and team development, career progress and organisational change
- Reduced training costs and staff turnover
- Improved staff communication and collaboration
- Identification of potential conflicts and low team cohesion - thereby avoiding or resolving conflict
- The recognition and implementation of training opportunities to improve staff performance, processes and results

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