

# Human Resources

MJSP Management Consultancy is able to service all human resource and people management needs, including but not limited to:

- ▶ Updating, implementing and evaluating human resource policies and procedures;
- ▶ Developing and evaluating position descriptions;
- ▶ Design and delivery of training programs;
- ▶ Providing advice on performance management processes and disciplinary action;
- ▶ Coordinating recruitment and selection processes; and
- ▶ Providing remuneration advice and benchmarking material.

## HR and Cultural Audit

An HR and Cultural Audit involves a review of current organisational HR/IR practices, policy implementation and awareness matters with an aim to identify potential HR/IR risks to the business. The process includes a review of existing human resource systems and documentation as well as meetings with management and staff to gain an understanding of the workplace culture. An Audit Report is provided to the organisation which focuses on suggested areas of improvement in relation to legislative compliance and best practice.

## Onsite HR Support

A specialist MJSP HR Advisor can regularly attend onsite facilities to provide support to management in such HR issues as (but not limited to):

- ▶ Employee termination;
- ▶ Legislation / Award interpretation;
- ▶ Workplace investigations;
- ▶ Mediation;
- ▶ Employment Contract matters;
- ▶ Representation;
- ▶ More complex HR / IR matters;
- ▶ Mentoring of Line Managers in HR issues;
- ▶ HR Policy Development;
- ▶ Performance Management;
- ▶ Employment Terms and Conditions advice; and
- ▶ Personnel Administration.

## HR Advisory Service

The MJSP HR Advisory Service provides key managers/ stakeholders within an organisation access to immediate telephone or email advice on any Human Resources issue. This service is provided by a dedicated MJSP specialist, and is available at an annual rate determined generally by the number of employees within the organisation.

## HR Policies

A collection of core Human Resource policies form the foundation of any successful business. MJSP can review an organisation's existing policies and procedures with a view to assessing compliance and best practice. Depending on the outcome of such a review, MJSP can then undertake:

- ▶ Amendments and/or redrafting of policies to comply with relevant legislation;

- ▶ Drafting of key policies which may not currently exist; and
- ▶ Induction of all staff in relation to the reviewed policy and procedures manual.

Alternatively, MJSP can provide an organisation with a core collection of tailored policies and procedures that ensure basic Human Resources issues are satisfactorily addressed.

## Recruitment & Selection

MJSP are able to facilitate and / or advise on the recruitment and selection process for positions at all levels across industries. MJSP have successfully coordinated the recruitment of staff ranging from support to executive level employees. MJSP are able to assist by offering our clients both a complete recruitment and selection process or by coordinating just one or more components of the process.

## HR Training

MJSP can tailor a range of different training sessions to deliver to employees in order to enhance their knowledge, skills and understanding of their workplace responsibilities. These training sessions may include:

- ▶ Recruitment and Selection (for managers);
- ▶ Effective Handling of Unsatisfactory Performance/ Discipline (for managers);
- ▶ Performance Appraisals;
- ▶ Conflict Resolution;
- ▶ Team Development;
- ▶ Anti-Discrimination, Sexual Harassment and Workplace Bullying; and
- ▶ Communication in the Workplace.

## Position Descriptions

Position descriptions are an essential tool in the workplace and are necessary to clearly identify the duties, functions and requirements of positions to all parties. MJSP are able to develop a tailored position description template to provide a framework to standardise all position descriptions within an organisation and can then assist with the development of accurate position descriptions for specific positions including consultative processes to ensure incumbent contribution and ownership.

## Remuneration Benchmarking

In order to attract and retain highly motivated and competent employees it is vital that organisations remunerate employees not only in accordance with their skills and the position they are employed but also comparable to the relevant market. MJSP are able to provide a detailed and accurate report analysing a specific position within an organisation compared to the relevant market. Many of our clients utilise such information prior to a recruitment exercise or on an annual basis for the purpose of salary review.