



**The HR Solutions team provides HR services to businesses of all sizes. Whether you require a complete outsourced service, support on a specific employee related issue or project, or require additional resources for your internal HR team, our specialists can provide practical, cost effective solutions that will help you protect and grow your business.**

### **RBK HR Solutions**

#### **Key Services:**

- > HR Helpdesk
- > Financial & Executive Recruitment
- > HR Compliance
- > HR Consultancy

## HR Compliance

Being HR compliant ensures you have the relevant documentation, policies and procedures in place in line with employment legislation. We can assist you with:

- > Carry out a HR compliance review to see if you are currently compliant
- > Support your business to become HR compliant
- > Carry out HR due diligence
- > Assist with WRC inspections by giving advice or attending the inspection
- > Guidance on your Data protection and GDPR obligations in relation to your employees

## Financial & Executive Recruitment

Our Recruitment Specialists can support you with attracting and hiring the right candidate for your business in the most cost effective way. We can support you with:

- > Role and person specification
- > Advertisements
- > Screening
- > Shortlisting
- > Interview management
- > Offer management
- > On boarding

## HR Helpdesk

Our Helpdesk service is aimed at providing your business with an outsourced HR department. We can support you with:

- > A dedicated account manager
- > Expert advice and guidance on HR queries
- > Review and development of relevant employment documentation
- > HR policy development support
- > Regular updates on Employment Law and best practice

## HR Consultancy

HR Consultancy deals with specific projects that will help change and improve your business from a HR point of view. We can support you with:

- > Organisation Reviews
- > Policy Development
- > Workplace Investigations
- > Performance Improvement
- > Training
- > TUPE & Merger Support
- > Redundancy Management
- > Absence Management

## Our offices are located at:

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## Contact Us:

To discuss our HR services, please contact us for more information

