

A photograph of two business professionals, a man and a woman, sitting at a desk. The man, on the left, is wearing a blue and white striped shirt and is holding a tablet. The woman, on the right, is wearing a white blazer and is holding a pen, pointing at the tablet. They are both smiling and looking at the tablet. In the background, there is a laptop and a green plant. A white rectangular box is overlaid on the image, containing the text "HR Solutions for Small & Medium Business".

# **HR Solutions for Small & Medium Business**



# Who are we?

**Nellers HR Consulting** takes the guesswork out of managing your people and is your outsourced solution to your Human Resource (HR) needs. We pride ourselves on providing a personalised service to our clients who range from startups to established enterprises in South East and North Queensland.

## Our Purpose

To take the guesswork out of work.

Our team consists of highly experienced HR experts, as well as specialists in employment law, change and project management. Whether it be dealing with a difficult employee, implementing HR and payroll software or ensuring your business is compliant with workplace laws, we've got you covered.



**Integrity**



**Curiosity**



**Authenticity**



**Passion**



## What is your HR pain point?

It is important to know what your pain points are before taking steps to address your HR challenges and opportunities. Some common themes:

- **Compliance and Record Keeping**

Keeping up to speed on employment laws, regulations and best practice can be difficult and time consuming. Managing employee records and manual processing can also result in an administrative burden, costly mistakes and delays, as well as potential fines for non-compliance.

- **Conflict Resolution**

Mediating disputes and addressing conflict promptly supports a harmonious work environment , teamwork and employee morale.

- **Performance Shortfalls**

Small teams will often feel the largest impact from poor performers. Performance management and effective learning and development strategies can address gaps to achieve high performance.

- **Employee Engagement & Retention**

In a competitive labour market, how do you retain your stars? Building and maintaining an attractive workplace culture and investing in your talent is more important than ever.

A photograph of two business professionals in an office setting. One person, wearing a white blazer, is pointing at a tablet held by another person. A laptop and a calculator are visible on the desk in the background.

# How we can help

## HR Consulting

Partner with our experienced team of consultants on either a short or long-term basis for strategic, operational and specialist support including:

- Advice on the Fair Work Act, legislation and modern awards
- Projects and change management
- Role design and evaluation
- Recruitment and onboarding
- Leadership coaching
- HR strategy
- Performance management
- Employee engagement
- Workplace and industrial relations
- Independent workplace investigations
- Mediation and conflict resolution

We offer flexible packages from one-off project engagements to ongoing support.

# HR Health Checks and Audits

We offer compliance-based audits as well as best-practice audits to help organisations mitigate risk, ensure they are meeting their obligations and to identify focus areas for HR strategy.

Our audit process is underpinned by the Employee Lifecycle Model which identifies six stages of engagement an organisation has with an employee. Through the audit process, we will review and provide recommendations on whether:

Policies, procedures and practices are legally compliant.

People strategy and practices:

- provide for a positive candidate and employee experience;
- enable a high performance culture;
- provide a safe, respectful and professional work environment; and
- align to your strategic objectives.



## Contracts, Policies and Documents

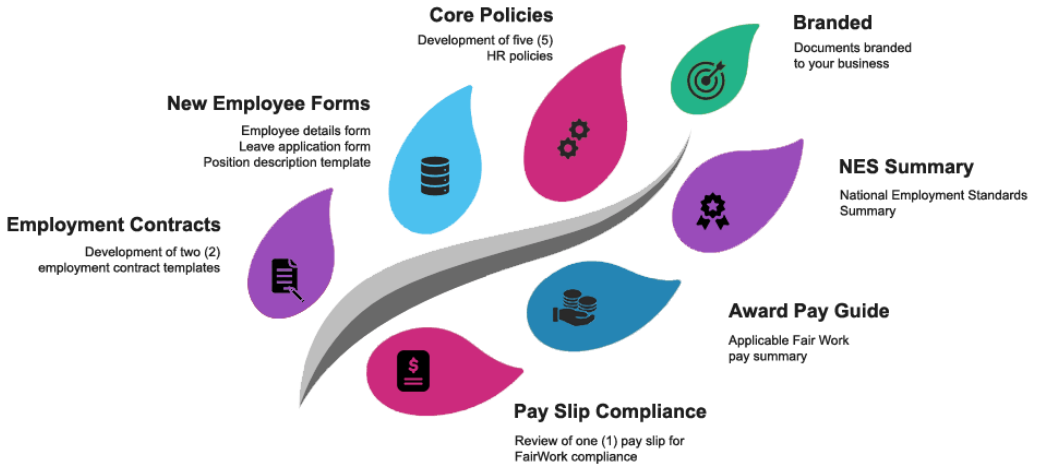
Our team will partner with you to design efficient and effective processes and documentation that work for your business and are compliant with relevant laws. Some of our services include the development and/or review of:

<b>Position Descriptions</b>	<b>Employment Contracts</b>	<b>Employee Handbooks</b>
<b>Policies &amp; Procedures</b>	<b>Letters &amp; Documents</b>	<b>Forms &amp; Templates</b>



# Business HR Essentials Pack

The perfect HR foundations package for startups and small business



## Outsourced HR

As a business leader, have you been wearing multiple hats or juggling competing priorities? With business growth, managing people gets more complex and time consuming. Outsourced HR is a solution where you can draw on speciality knowledge and expertise as you need it, without employing an in-house HR Manager in a full-time capacity.

Our team will partner with you to give you confidence that your business is compliant with workplace laws, manage team dynamics and any tricky HR matters should they arise. We will help you set up your employment processes to effectively onboard, induct, lead and develop your people in line with best-practice.

## Why Outsource Human Resources?

- ✓ Cost effective (Reduced oncosts)
- ✓ Flexible and scalable to your business needs
- ✓ No recruitment / sourcing fees
- ✓ Stay compliant and draw on specialty knowledge as needed
- ✓ Gives you time back to focus on your business
- ✓ Options for onsite and remote support

# HR and Payroll Software

Utilise technology to create efficiencies and enhance employment workflows, providing a professional and seamless experience for managers, employees and job candidates. The perfect addition to Outsourced HR for premium ongoing support.

- ✓ **Reduce Errors** by greatly reducing the human element of information handling
- ✓ **Enhance Data Security** by storing all employee data in one place using a secure cloud platform including 2-factor authentication for sensitive data
- ✓ **Empower Managers & Employees** through self-service to request leave, access and update personal information, manage KPI objectives and much more
- ✓ **Drive Compliance** by automating compliance notifications and reporting, as well as built-in award interpretation and legislation updates
- ✓ **Greater Insight** into employee engagement and performance with HR analytics



Improve efficiency



Save money



Drive Compliance



# Further Information

For more information about our products and services, you can visit [www.nellershr.com.au](http://www.nellershr.com.au) or contact:

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