



My HR Manager

Your expert HR team member when you need it

Regain your time to manage your successful business while Business Chamber Queensland's workplace advisory experts ensure your compliance and protect your single most important asset - your people.

We all know that when it comes to managing staffing matters and industrial relations compliance, it can become complex and time consuming very quickly.

Business Chamber Queensland's Workplace Advisory Services team can assist you to navigate your way through the many employment considerations that you need to be across with confidence.

We can be **your HR Manager!**

Business Chamber Queensland's 'My HR Manager' service is available to businesses who may not have dedicated HR or industrial relations personnel.

Contact the Workplace Advisory Services team:

 1300 731 988

 advice@businesschamberqld.com.au

How it works

As your dedicated HR Manager, we will come to your workplace on a regular basis and be available to attend to your HR matters. For example, we will dedicate one day per month to your HR Manager needs. We can dedicate additional time if that is what you need for your business too.

My HR Manager services+ include:

Compliance and Risk Management:

- Fair work legislative compliance
- Drafting of letters, policies, procedures and employment contracts
- Modern Award interpretation and application
- Advice on equal opportunity employment, harassment, discrimination and bullying matters

Retention, Culture and Other Support:

- Salary reviews
- Employee engagement and retention strategies
- HR administration activities
- Workers' compensation and return to work
- HR risk identification and management

Mentoring Your Team:

In addition, we can mentor your current team members who are responsible for HR and provide coaching on important HR and industrial relations practices.

Performance Management and Termination:

- Performance management advice and support (we will conduct the meeting with your employee for you)
- Advice with the management of employee discipline, grievances and disputes
- Termination advice and support, including the drafting and review of documents, and conducting the meeting for you

Recruitment:

- Recruitment process advice and support
- On-boarding and induction support
- Position description drafting and reviews

Talk to us today

My HR Manager is a cost-effective solution for your business.

For the low rate of \$1,500 per month*, a dedicated Workplace Relations Consultant will attend your workplace one day per month for a full day and be your HR Manager.

The above rate is less than it would cost the business to hire a senior HR Manager!

Need more regular HR Manager assistance? We can create a bespoke My HR Manager agreement that suits your needs.

And, by signing up to My HR Manager product, your Business Evolve membership cost is included.

+ My HR Manager does not include Business Chamber Queensland's consultancy services

* Travel and miscellaneous costs additional for on-site meetings. Microsoft Teams meeting option is available.

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