

willis

Employment
Services

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HR, employment law &
workplace safety

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Every business is unique. That's why our advice is too.

Willis Employment Services is an expert in employment law and workplace safety. With a reputation for providing exceptional service and insightful advice, we take pride in the added value our experience and knowledge gives our clients. We're pragmatic and flexible, offering guidance based on individual needs rather than a rigid, one-size-fits-all approach.

We can help you stay compliant with advice, knowledge and help with drafting robust policies and procedures. We'll also keep you up to date with new legislative and best practice developments through individual or group training.

We won't pin you down to long-term contracts and we're just as happy working on an ad hoc / pay-as-you-go basis.



Expertly drafted HR policies & procedures

Clear, fair documentation is the foundation of a healthy relationship with your employees. Drafted well, your policies and procedures can guide and support the actions you take both operationally and strategically, whilst also ensuring you are compliant with current legislation.

How we can help

- Review of your existing contracts of employment and employee handbook, HR practices and processes
- Advice and recommendation in respect of policy, procedure and practice to keep your organisation compliant
- Design your contracts of employment
- Creation of an employee handbook bespoke to your sector, business activities and organisational culture
- Policy, procedure and contract guidance following changes in legislation and outcomes from case law
- Policy, procedure and process training

Managing conduct, capability and grievance issues

Managing disciplinary and grievance issues can be challenging, with disputes causing disruption and impacting business performance. Our guidance can reduce the risk of costly legal action by resolving issues within a reasonable timeframe.

How we can help

- Hands on support for disciplinary and grievance processes
- Conducting disciplinary and grievance investigations and hearings
- Disciplinary and grievance training and coaching for managers

Training, coaching and mentoring

Proper training is the bedrock of confident employee management. It has the potential to improve overall performance, increase productivity and resolve issues with minimal disruption or detriment to the business.

We offer tailored training and individual coaching that offer fresh ideas and new approaches to ongoing challenges.

How we can help

- Design and delivery of tailored training programmes on all aspects of HR and health and safety
- Individual management coaching and mentoring

Health & safety policies and procedures

Health and safety regulations can be a minefield for businesses. Our experienced health and safety consultants will provide all the support and assistance needed to devise an effective management system in accordance with the latest legislation and best practice guidelines.

How we can help

- Audit of your current health and safety practices and processes
- Review and drafting of an effective health and safety management system encompassing policies, risk assessments, method statements, construction phase plans, safe systems of work and management documents, all tailored to your sector and business activities
- Advice and recommendations in respect of policy, procedure and practice to help you keep your organisation compliant
- Assistance with CHAS, Safety Cert, Constructionline and Safety Contractor
- Design and delivery of tailored training programmes on all aspects of health and safety
- Policy and procedure guidance following changes in legislation and learning outcomes from case law

Change management



Organisations experience transformation for a variety of reasons; from a change in leadership to a need to reduce costs, it can be a disruptive force if handled incorrectly. On the flip side, managed well, a change process can help you achieve essential business goals such as increased efficiency, improved productivity and a higher level of employee engagement.

How we can help

- Design and management of the change process
- Stakeholder liaison
- Change management training & coaching of managers



Performance management

Although often mistaken for an annual appraisal, performance management is a continuous process that helps you to develop and support a culture of ongoing business improvement. It can help senior teams foster quality working relationships, define achievable objectives and identify skills gaps.



How we can help

- Design & implementation of a performance management process
- Performance management training & coaching for managers
- Behavioural auditing and/or training to establish and maintain good working practices

Recruitment, pay and reward

A robust recruitment process can support you in attracting the best people, ultimately resulting in business success.

Equally important is being able to recruit and retain the best people through ensuring your employee pay and benefits are competitive. We can help you design reward packages and analyse the effectiveness of your existing arrangements.

How we can help

- Design of job description and personal specification
- Advertising of role
- Managing applications
- Conducting interviews
- Design of interview process
- Manage candidate monitoring process
- Design of rewards packages
- Conducting of benchmarking and job evaluation exercises
- Recruitment (including interview skills) training & coaching for managers



Redundancy

A man in a blue shirt and glasses is sitting at a desk, looking thoughtful with his hand to his chin. The background is blurred, showing another person in a dark suit. The overall tone is professional and contemplative.

Redundancy can be daunting for both employers and employees, with even the smallest lapse in judgement resulting in fundamental damage to your business performance, reputation and internal culture. But with prudent advice you can not only minimise risk but achieve the necessary reduction in your workforce within a desired timeframe.

How we can help

- Hands on support of the redundancy process
- Redundancy training & coaching for managers

About Willis Employment Services

Get in touch today to
arrange a confidential,
no-obligation consultation.

At Willis Employment Services we are skilled in unplanned HR, employment law and workplace safety matters. Our experience and insight gives you and your managers the support needed to manage employees confidently and efficiently.

We're part of Willis Insurance & Risk Management, established in 1978 by current Executive Chairman Robert Willis, we are an award-winning independent advisor with over 65 staff in Belfast and Reading.



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Employment
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Insurance
Employment Services
Accident Investigation Services
Wealth Management

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