

HR Projects



Working with me on a short term basis provides you with a quick solution to those HR projects which you just don't have the time or the resources to complete.



†: 0114 360 0626

HR Projects



Project work will be tailored to your individual needs and desired outcome.

The best way for me to gain a comprehensive understanding of the work you require is to meet with you at your premises.

Here are some examples of project work that I am regularly asked to get involved in:-

- Audit of Your HR Processes
- Formal Investigation of a discipline or grievance situation
- Mediation
- Professional Note Taking at a formal meeting
- Recruitment
- Redundancy and Restructures
- Reviewing HR Documents
- Staff Transfers (TUPE)
- Tribunal Claims

Quotes will be provided based on an hourly rate or fixed fee basis and will be dependant on the work required.



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Our People



Kathryn Aldred

I am a highly experienced HR Manager with a wealth of skills and knowledge acquired in a wide range of demanding roles from both the public the private sectors.

My HR career began in the NHS before spending several years within the financial services industry working for companies such as Capita Hartshead and Norwich Union.

I moved from a Generalist HR role into a consultancy role when I joined a local firm of Chartered Accountants and began to assisted local companies with their HR requirements.

Since then I have worked as a consultant for organisations such as the Crown Prosecution Service, School Food Trust, Liberata and William Hill in addition to numerous SME's.

This valuable experience within the HR and Consultancy fields naturally led to me establishing Kea HR.



Specialties

- Absence Management
- Auditing Your HR Processes
- Capability
- Consultation Processes
- Contracts of Employment
- Dependents Leave
- Discipline, Dismissal and Appeal Processes
- Employment Law
- Flexible Working
- Grievance Processes
- Holidays
- Mediation
- Performance Management
- Policies and Employee Handbooks
- Probation, Induction and Performance Management
- Parental Rights
- Pre-Employment Checks
- Recruitment
- Redundancy: Planning & Implementation
- Reviewing Existing HR Documentation
- TUPE Transfers (in and out)
- Union Negotiations

Testimonials

Pepe Tozzo, Director, Capex Health

Kathryn provided me with HR consultancy during a particularly difficult time. We were hiring and firing at an intense rate so our HR policy had to be solid, defensible and swift to operate. Without Kathryn we would have come unstuck on many occasions and I was very

Andrew Niker, Operations Manager, Nupark

I worked with Kathryn when she was providing consultancy support to one of my clients. During this time we were both working on a complex project which required someone with a good knowledge of HR practice and employment/TUPE expertise in particular. Kathryn soon became the focal point for all HR related activity on the project and her knowledge and hard work allowed issues to be resolved in a timely fashion. Kathryn's tremendous organizational skills along with the ability to

Carrie Goodwin, Group Communications Manager, CPS

Kathryn is everything you need in a HR adviser. She is approachable, accessible, incredibly knowledgeable, and when things get tough she is indestructible. Definitely the woman to have on hand to provide proactive HR direction and reactive HR guidance.

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Please contact me to discuss a HR Project in more detail.

Your Name:

Company Name:

Address:

Post Code:

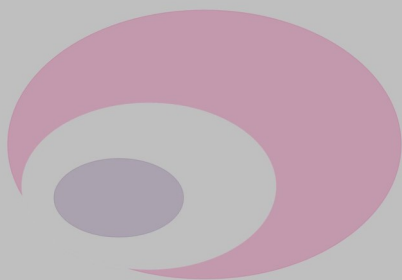
Email:

We respect your privacy and undertake never to sell or rent out personal information to third parties.

Signature: Date:/...../.....

Please fax this enquiry form to 01709 376626

Alternatively send me an email to advice@kea-hr.co.uk



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