



the HR team | Gill Whensley | Michelle Arthur

# HR Consultancy

## All aspects of recruitment and selection

One new member of staff ,or a whole team, internal or external. Job descriptions and person specifications. Writing the advert to the offer stage. Can be managed remotely with an appropriate short list of candidates presented to client. Various methods of selection can be applied from competency based interviews to panel interviews.

## Training

Interview & Selection Techniques; Induction; Performance Management; Absence Management; Grievances; Disciplinarys as well as Management soft skills

## TUPE

Individual & collective staff consultation, TUPE, arranging confidential nominations & ballots, training employee representatives on their role etc

## Difficult situations

Supporting Management in the process of Grievance, Disciplinary and Performance Management

## Change management

Redundancy exercise management - including advice on calculation of any payments, selection criteria and documentation needed to support decisions, consultation. legislation is brought in.

## Outplacement support

One to one coaching - cover subjects such as writing a CV, interview technique, networking

## Operational support

Providing HR cover for maternity leave or sickness. Managing diversity issues. Industrial relations and negotiations with trade unions.

## Michelle Arthur

Michelle is a Member of the Chartered Institute of Personnel and Development and has over 18 years experience in different business sectors including Blue Chip, Finance, Facilities Management and Construction. A results driven Operational HR & Training Business Partner skilled at maintaining the balance between people and business needs. Michelle has a proven track record in outsourcing, in-sourcing, organisational change, project management & development. Is a strong communicator with high energy. She brings clarity of thought, determination and pace of execution to HR challenges as well as a pragmatic, commercial approach.

## Gill Whensley

Gill is a Chartered Fellow of the CIPD and has worked at a senior level both in HR and Training and Development. The breadth of her experience has been gained through applying her professional expertise within a range of organisations including finance, airline, charities, IT, housing, engineering, publishing and the legal professional services. Gill is passionate about building a real partnership with employees to ensure engagement through genuine two-way communication. Gill's expertise spans all HR activities including change management, performance management, training and development, communication, employee relations, coaching, policies/procedures and recruitment. Gill is also a qualified OPQ and MBTI practitioner.

**For more information:**

**Tel: 01825 761555**

**e-mail: [uckfield@rixandkay.co.uk](mailto:uckfield@rixandkay.co.uk).**

**web site: [www.rixandkay.co.uk](http://www.rixandkay.co.uk)**