

HR Services by Liberata

With 150 dedicated full-time employees, Liberata has been offering HR support to our clients for many years: all services are delivered across a secure, resilient, virtual network. We currently have over 230 HR, Payroll and Pensions clients from across the public and private sectors.

We offer HR support services that cover four core functions – allowing our clients to pick the solution that meets their current and anticipated needs.

- **Transactional HR Services:** recruitment support, pre-employment checks, DBS checking, contract preparation & issue, contract variations, fixed term contract reminders, probation report administration, maternity / paternity leave administration, sickness leave administration, leavers' administration and pensions, loans & mortgage enquiries
- **Strategic HR Services:** additionally include policy & procedures drafting, formal / informal meeting support, sensitive document drafting, new legislation briefing, disciplinary / dismissal / grievance / ill health procedure support, Trade Union negotiation, pay & grading advice, redundancy & retirement support, best practice support and Employment Tribunal & Settlement Agreement support
- **Organisational Development:** for business strategy definition support, policy design & definition, change management support, role competency frameworks, staff development frameworks, compliance training programmes, Investors in People support and graduate / apprentice programme support
- **Outplacement Support:** including career assessments, CV building, IT skills courses, company research database, interview coaching & support, personal career coaching, job search portal, career profiling tools, personal branding support and role on-boarding support

What makes us different?

1. Our solutions are system agnostic so we can wrap our HR services around any existing payroll system
2. Flexibility – we respond to our clients' exact needs and will include strategic HR and organisational development. We never take a "one size fits all" approach
3. Security – having worked across sensitive areas of government for many years we take security very seriously
4. Partnerships – Liberata has an excellent network of partners that we can use if our clients require very specialist support and advice

All HR and Payroll services can either be procured directly or via the Crown Commercial Services G Cloud 12 Framework.



I have been supported by HR Consultancy for the past three and a half years. I have formed a good relationship with my consultant. I have relied on their expertise and advice to support me in many challenging situations. I am pleased with their professionalism, advice and commitment.

Maria Veysey - Head Teacher, Balgowan Primary School



Please contact us if you require any further information.

Email us at: hrp.solutions@liberata.com
Or visit our website at: www.liberata.com

