

A valuable, integrated extension of your business.

We offer day-to-day human resource consulting services that will help you maximise profits. Outsourcing your HR management to us frees up valuable time and energy for your business.

At Ulton, our dedicated team offer an unrivalled level of HR service and expertise. We can manage all the work-related obligations and entitlements between you and your employees.

Our consulting service provides you with access to day-to-day, proactive and reactive HR advice and support. We genuinely see ourselves as a seamless extension of your business - providing the knowledge, experience and skill-set needed to ensure compliance, make positive progress, and protect your reputation.

Our services

To support you through your HR matters, we offer different levels of service. Every business is different – we will tailor our services to meet your unique needs.

HR Fundamentals

This service package helps you manage the HR basics and minimise your risk:

- Employment offers and contracts
- Effective management of casuals (includes casual conversion)
- Engaging contractors - service agreements for sole-traders and companies

- Recruitment and selection procedures
- Induction, on-boarding, probation management
- Workplace policies and procedures
- Job analysis, job design and position descriptions
- Performance and career development guides and tools
- Work health and safety

HR Advisory

In this level of service, we provide on-demand access to reactionary HR support, including:

- HR advice
- Awards and enterprise agreements
- Navigation and understanding of the Fair Work Act 2009) and other legislation in connection with employment and the workplace
- Performance and misconduct management
- Managing sick and injured employees
- Psychosocial risk management
- Termination and redundancy
- Workplace conflict resolution

HR Manager

This premium service provides you with regular access to one of our highly credentialed HR managers, who can support your day-to-day operational requirements, manage issues and introduce best practice programs and initiatives.

This service includes all the above, plus:

- Employee engagement – recognition and reward programs
- Workforce planning
- Conducting workplace investigations
- Change management/transformation/culture.

Developing your people

Want to improve communication and working relationships within your business? Or perhaps you need specialised support for you and your team through change management initiative? Our accredited consultants can provide you with all the cutting-edge training and development tools you need.

Through workshops and training sessions, we can provide 'core' skills training for your people, including:

- Leadership and team development
- Neuroscience of providing effective communication and feedback
- Employee motivation and engagement
- Conflict resolution
- Managing difficult behaviours
- Respect at work (appropriate workplace behaviour and managing bully, discrimination and sexual and sex-based harassment)
- Exceptional customer service.

Our cost structures

We understand your business needs to manage cashflow and work to a budget. That's why we offer a range of fixed and alternative billing options to give you flexibility and cost certainty.

Fixed Fee - HR Fundamentals

If the required work is clearly defined, we can give you the certainty of a fixed fee, or fee range. This suits services such as an HR Audit or HR Health Check.

Hourly Rates - HR Advisory

This suits projects where we are unable to accurately estimate what will be involved. It's particularly useful for HR issues that require immediate attention.

Retainer - HR Manager

This relationship is our preferred model. It allows us to develop long-term partnerships and build solid relationships with our clients.

Client Case Study

Oceans Resort & Spa

Client issues

When staffing levels grew to over 40 people, our client felt various issues were starting to consume valuable business time. It quickly became apparent they needed HR assistance.

Solution

We became part of the Oceans Resort & Spa team. By providing strategies to improve their workplace culture and policies – from hiring to performance management and addressing unacceptable behaviour, we were considered a valuable sounding board. Our advice was often required 'on demand' to help our client manage a wide range of workplace issues, successfully.

“Ulton was exactly what we needed. We got more than what we asked for, adding an extremely valuable team member and mentor.”

Olivia Taylor

Former Oceans Resort & Spa Owner

Meet our HR Consulting Manager

Christine Guy

Christine's a highly qualified expert in her field who brings over 20 years experience working with leading Australian and international businesses. Christine has a comprehensive understanding of industrial relations, employment law, risk management and the need to work within operational and budget funding parameters. Christine is great at implementing strategic HR frameworks, managing performance and misconduct, conducting workplace investigations and, importantly working with and developing your people.

Ready to chat with Christine?

Give her a call on 07 4154 0413 or email cguy@ulton.net

Brisbane
Bundaberg
Fraser Coast
Gladstone

Business Advisors
Chartered Accountants
Wealth Managers

(07) 4154 0400
info@ulton.net
ulton.net



The information provided in this brochure is of a general nature only and is not considered advice. It has been prepared by Ulton without taking into account your personal financial situation or needs and should therefore not be relied upon. Information in this document provides a broad overview of current services and capabilities. Before making any decisions based on this information please seek detailed professional advice. To the extent allowed by law, neither Ulton nor any of its employees will be liable for any errors or omissions in the contents of this document, including errors or omissions due to negligence.

Liability limited by a scheme approved under Professional Standards Legislation.