



HR CONTRACT

Providing an independent, professional and proactive employee engagement process

FEATURES

We will work with you to:

- **Understand your business and the roles within it.** An organisational structure is used to illustrate all the roles and how they work together.
- **Develop a job description for each role.** This will outline the skills, attributes and qualifications required to undertake the role. It also outlines the core tasks and responsibilities for the role. Every role in the business, including owners, should have a clear job description. This is an essential document for recruitment, induction, clarifying expectations and performance management.
- **Review and set appropriate salary packages for each role.** Compare hours worked and wages paid to the Award minimum to ensure compliance. Additional benefits are also identified and valued.
- **Implement an employment agreement.** A written agreement considers the Award requirements, the National Employment Standards and extras such as superannuation and long service leave. This document has been developed in conjunction with a lawyer and provides further clarity to your employment relationship.
- **Meet with you and your employee to facilitate the introduction of these documents and to ensure both parties understand them.** It is essential that you and your employees understand the documents.

At the end of the service, you will have the following documents for each role in your business:

- Job description
- Letter of offer
- Agreement
- Individual flexibility agreement (if required)
- Time off in lieu agreement (if required)

These documents can be developed for all staff, including family and non-family labour.

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BENEFITS TO YOUR BUSINESS

- Clarity for both employers and employees to ensure each party understands the employment relationship
- Assistance with interpretation of the Award and other legal requirements
- Practical advice from someone who understands on-farm work roles
- Documentation to formalise existing relationships and set up new employees correctly

For farming businesses who want to formalise their employment arrangements, this service provides you with documentation to support your new or existing employees.

We will work with you to understand the role in your business and create a clear job description and agreement for that position. Each wage or salary will also be reviewed against the Modern Award to ensure it meets the 'better off overall' test.

For employers who require support, we will sit with you as you introduce these documents to your team. This will ensure understanding from both sides and reduce the risks associated with miscommunication.

Our service provides you with a practical understanding of farm employment, including expectations for work hours. This results in documents that are clear and genuine. Our aim is to create workable documents that reflect viable and productive work arrangements, rather than creating barriers to effective work.

At the end of this service, you will have more knowledge and confidence about employment documentation and the requirements within the Modern Awards.

WHY WORK WITH US

With a proven track record of over two decades of experience helping clients develop and grow. Our whole business approach ensures that technical, production and management attributes are considered as we work with you. We offer a professional, independent, innovative approach and a genuine desire to help our clients achieve their goals.

For more information
contact us on **1300 746 466**
or visit **pinionadvisory.com**

