



OUR EXPERTISE

Mix and match our services as and when you need us.

AT HUNTER ADAMS WE DON'T BELIEVE IN A ONE SIZE FITS ALL APPROACH AND WE DON'T DO GENERIC. **INSTEAD WE TAILOR OUR SUPPORT TO MEET YOUR INDIVIDUAL NEEDS.** 

With more than 500 years' combined HR experience you can mix and match our services as and when you need. Whether it's developing your corporate culture, updating contracts of employment or assisting with new country entry, we have the expertise to help. Let us know what you need.

EMPLOYMENT LAW

- Provide advice and guidance on all practical implications of the law
- Conduct HR audits to assess risk against legal requirements
- Deliver employment tribunal preparation
- Lead trade union negotiations and consultations
- Assist with legal representation
- Negotiate and lead compromise discussions
- Deliver employment law training
- Design or update contracts of employment

EMPLOYEE RELATIONS

- Lead, manage or support disciplinary or grievance challenges
- Lead, manage or support redundancy and collective consultations
- Lead, manage or support dismissals
- Design and update policies, procedures and handbooks
- Ensure compliance with Working Time Regulations
- Advise on maternity, paternity or adoption rights
- Lead, manage or support absence issues
- Advise on flexible working rights
- Provide mediation advice and support

REWARD

- Deliver executive compensation and benefits
- Design and implement bonus schemes and incentives
- Conduct salary surveys and employee benefits benchmarking
- Design and deliver reward and retention strategies
- Manage salary exchange (sacrifice) projects
- Design, update and deliver employee benefits
- Provide payroll advice and administration
- Deliver payroll outsourcing

DIVERSITY AND EQUALITY

- Design and deliver diversity strategy
- Deliver diversity policies
- Design and deliver diversity training
- Manage equal pay audits

CHANGE MANAGEMENT AND ORGANISATIONAL DESIGN

- Lead change management programmes
- Deliver leadership team restructures
- Lead organisational design reviews
- Advise and deliver business and functional restructures
- Manage redundancy programmes
- Manage TUPE transfers
- Manage office or team relocations

LEADERSHIP DEVELOPMENT

- Provide executive coaching
- Design and deliver mentoring programmes
- Deliver performance and career development coaching
- Design leadership competencies
- Conduct 360° feedback
- Assess training needs and analysis audits
- Provide e-learning solutions
- Deliver and supervise line manager training
- Design and deliver supervisory and management development programmes

TALENT MANAGEMENT

- Deliver high potential identification and management
- Design and deliver succession plans
- Conduct diagnostics on capabilities of management and leadership teams
- Provide visible career mapping

RECRUITMENT AND SELECTION

- Manage talent resourcing strategies
- Conduct leadership team selection
- Manage sourcing of candidates for permanent or interim roles
- Lead, manage or support interviews and psychometric testing
- Design and deliver induction programmes
- Develop and manage retention strategies
- Design and manage assessment centres
- Provide labour market intelligence
- Lead, manage or support retirement and career transitions
- Deliver HR audits to assess compliance with recruitment legislation

EMPLOYEE ENGAGEMENT

- Lead, manage or support the employee engagement process
- Deliver diagnostics to reduce turnover
- Conduct performance management review
- Review, design and deliver training and coaching
- Design and deliver company values

- Conduct independent exit reviews and recommend subsequent actions
- Provide group facilitations
- Design and deliver learning events
- Design and deliver team building strategies
- Conduct diagnostics on team dynamics

CORPORATE STRATEGY

- Prepare a business for sale from both a cultural and people perspective
- Support and lead corporate culture initiatives enabling organisations to attract and retain the best talent
- Lead, manage or support integration and harmonisation post merger or acquisition
- Provide acquisition support
- Support divestment sale of business
- Deliver due diligence on mergers and acquisitions
- Measure effectiveness of company's HR function
- Design, lead and deliver HR reporting, including developing metrics

INTERNATIONAL HR

- Lead new country establishments
- Conduct HR audits to assess compliance in new countries
- Facilitate and manage visa and immigration needs
- Engage with public offices
- Conduct contractual paperwork of assignment, including expats and local hires
- Advise on repatriation
- Develop employee handbooks relevant to individual countries
- Develop nationalisation plans
- Advise on International Employment Law
- Advise on uplift allowances ensuring competitiveness
- Support the mobilisation of employees
- Advise on required insurances

“Hunter Adams greatly assisted the Club by working with the management and staff to bring out the culture and challenges facing us as we manage through a period of considerable change.”

Stewart Milne
Chairman
Aberdeen Football Club

“Their knowledge, professionalism and impartial advice enabled us to address conflict and tackle difficult situations in the workplace with confidence, knowing that at all times our actions were fair, reasonable and in line with current legislation.”

Angela Robbie
HR Manager
Appetite for Learning

“Dean led the Wood Group PSN merger from a people perspective in early 2011. His broad experience meant that he rolled up his sleeves to ensure we delivered this complex programme within agreed timelines, whilst maintaining an overall strategic view on where we were going. Bottom line is he delivers.”

Sue MacDonald
HR Director
Wood Group PSN