



HR Overflow Capacity

Clarian Human Resources is a HR consultancy which supports senior executives and boards on key structural decision making; and provides Outsourced Human Resources to all business types and sizes.

Get support when you need it

We know that there is always more demand than capacity when it comes to the provision of generalist HR support to the business; and there are often restrictions on headcount.

Instead of engaging a contractor, consider engaging the Clarian HR team. We can provide you with consultants that work with you to mitigate the risk of holes in your capacity by providing:

- **Project and day to day work**
 - On call with 36 hours notice to address short term capacity issues for items such as disciplinary support
 - Cover for planned capacity issues (absences, peaks, projects, cyclical activities)
- **Consistent and knowledgeable resources:**
 - Immediately effective on the job post transition period every time we're engaged
 - Relevant relationships formed in your business
 - Continually up to date with your company and HR issues
 - Up to date experience, knowledge and exposure to HR practices
 - Your IP is retained in your HR team
- **Honest and consistent objectivity from the consultant forming part of your team**
 - Regular involvement in team meetings and other team activities

With the same additional team members available, your capacity issues should become a thing of the past, and your confidence will grow in utilising a consistent team of professionals as your backup. With no recruitment costs or ongoing downtime, you are paying close to the market average hourly rate for a HR Consultant contractor.

As part of our commitment to you and at no extra cost, we ensure at least 2 consultants understand your work environment, systems, processes and policies so you can be confident someone will always be available that understands your needs.

Monthly retainer

Retained number of hours per month [†]	Minimum contract term	Cost per month**	
40 5 days 0.25 FTE	3 Months	\$3,900 Minimum contract fee: \$11,700	Level of Support Provided* <ul style="list-style-type: none"> •HR Administration •HR Advisory •HR Management •Dedicated Account Manager One consultant will be named as the first contact and key liaison; 1 consultant will be identified as backup
60 7.5 days 0.35 FTE	3 Months	\$5,700 Minimum contract fee: \$17,100	
80 10 days 0.46 FTE	3 Months	\$7,600 Minimum contract fee: \$22,800	
100 12.5 days 0.58 FTE	2 Months	\$9,250 Minimum contract fee: \$18,500	Relationship terms <ul style="list-style-type: none"> •Attendance at regular HR team meetings •2 x Account management meetings •Planning session at commencement •Access to team communications when not engaged •Full transition and training on policies, procedures, precedents etc •Allocated internal contact •Minimum 4 hours on site each visit •CHR to provide reporting monthly (hours, activities, outcomes)
120 15 days 0.7 FTE	2 Months	\$10,800 Minimum contract fee: \$21,600	
140 17.5 days 0.8 FTE	2 Months	\$12,250 Minimum contract fee: \$24,500	

Quarterly retainer

Retained number of hours per quarter [†]	Minimum contract term	Cost per month**	Transition costs***	
120 15 days 0.25 FTE	12 months	\$4,000 Minimum contract fee: \$48,000	\$2,860 1 team member	Level of support provided* <ul style="list-style-type: none"> •HR Administration •HR Advisory •HR Management •Dedicated Account Manager One consultant will be named as the first contact and key liaison; 2 consultants will be identified as backup
160 20 days 0.3 FTE	12 months	\$5,200 Minimum contract fee: \$62,400	\$2,860 1 team member	
200 25 days 0.38 FTE	9 months	\$6,333 Minimum contract fee: \$57,000	\$5,600 2 team members	Relationship terms <ul style="list-style-type: none"> •Once each month; HR team meeting •Once each quarter; account management meeting •Twice each year; planning session •Access to team communications •Access to all systems •Full transition and training •Allocated internal contact •Minimum 4 hours on site each visit •CHR to provide reporting monthly (hours, activities, outcomes)
240 30 days 0.45 FTE	9 months	\$7,600 Minimum contract fee: \$68,400	\$5,600 2 team members	
280 35 days 0.5 FTE	6 months	\$8,400 Minimum contract fee: \$50,400	\$6,080 2 team members	

Additional hours can be engaged during the month at a discounted rate; unused hours cannot be rolled over

* Specialist support can be provided separately at a 15% discounted rate of normal hourly rates

**All costs quoted are GST exclusive

*** Transition costs are made up of items such as:

- An understanding of the culture, vision, values, philosophies, business model
- An overview of the organisational structure, policies, procedures, precedents, systems, tools and other technologies
- Individual 1:1 meetings with HR team members and key stakeholders in the business
- Involvement in team meetings; general discussions getting up to speed