

The Role of HR : Your Business Checklist:



ROLE	ALREADY DOING	YES OR WORKING TOWARDS
ADMINISTRATIVE EXPERT	Contract	
ADMINISTRATIVE EXPERT	Payroll	
ADMINISTRATIVE EXPERT	Benefits	
ADMINISTRATIVE EXPERT	Employee Returns	
ADMINISTRATIVE EXPERT	Annual Leave Management	
EMPLOYEE CHAMPION	Engaging with employees	
EMPLOYEE CHAMPION	Consistency between company culture and employees	
EMPLOYEE CHAMPION	Listening and engaging with day-to-day issue to find solutions	
LEADER OF CHANGE & TRANSFORMATION	Working with employees to implement the change management process and embed the strategy	
STRATEGIC PARTNER	Stakeholders engagement	
STRATEGIC PARTNER	Growth Plan: Staff recruitment, scale up, capabilities, training	
STRATEGIC PARTNER	People Legal framework: Local and international	
STRATEGIC PARTNER	HR Policies	
STRATEGIC PARTNER	Toolkits: Onboarding Development plans	
STRATEGIC PARTNER	Digital technologies	