



INDUSTRY
RESOURCE
SERVICES

Specialist services to support your business

About

People are at the core of most organisations and managing your greatest resources is a challenging process. At IRS Group we take away the strain of doing this by working as an extension to your business by delivering our cost effective leading expertise in specialist support business functions.

This extends across four key areas:



Our complementary services are delivered by a team of experts in their field all of whom have a proven track record in delivering our comprehensive services to fully support your business at all times and ensuring complete confidentiality.

Our aim is to work with businesses to increase operational efficiency by utilising any or all of the IRS service offerings leaving us to manage your critical business functions; minimising risk by ensuring laws, regulations and standards are adhered to.

Our services can also include reviewing current operating procedures to increase productivity and efficiency both individually and corporately or identifying training needs to enhance existing skills.

Our services can reduce costs by eliminating the need to add internal functions to facilitate back office, nonrevenue generating functions.



IRS Human Resources specialise in providing systems, information and procedures to assist businesses to effectively manage their most important asset – people. Our team of experienced professionals, with a wealth of practical and technical experience, can implement robust and compliant procedures ensuring you minimise business risk whilst making sure you manage your staff the right way.

Our human resources services include:

- An HR health check
- Recruitment and selection
- Handbooks, policies and contracts
- Disciplinary and grievance
- Absence and performance management
- Automatic enrolment (pensions)
- Agency Workers Regulations compliance
- Reward strategy
- Learning and development strategy
- TUPE
- Employment law/recruitment law and contract law
- Training and how you can make best use of the apprenticeship levy
- Redundancy and terminations.

Acting as an HR business partner to your company, we can give confidence to both your management and your staff that matters are dealt with on a fair and open basis. Understanding your individual requirements, we adopt a tailored and flexible approach removing the need to resource an in-house team.



IRS Payroll Services possess over 30 years' experience delivering a core function which helps to sustain the operation of any business. We work closely with businesses – employing less than 10 staff to companies with over 300 personnel – to streamline payroll functions, allowing our clients to save time and money, whilst ensuring their staff are paid on time, every time.

Our payroll services include:

- Confidential and secure payroll processing by experienced staff
- Printed or electronic current and year to date payroll information, such as RTI, PAYE, SSP, SMP, NIC, P60's etc
- Provision of payroll reports
- Dealing with Automatic Enrolment pension options to comply with pensions regulations
- Electronic reporting via Government Gateway
- Provide your staff with branded electronic or printed payslips
- Management reporting.

Using GDPR compliant software, we deliver a bespoke service that can be tailored to suit your individual business needs. Working as an extension to our clients' teams, businesses benefit from a flexible, confidential, compliant and cost-effective service without the accompanying management involvement.



IRS Recruitment has over 25 years' experience in delivering specialist recruitment services to sectors from renewable energy, oil and gas, petrochemical and construction to manufacturing, utilities, commerce and public sector. We are experts in placing the right candidates in the right roles. We have been accredited with the Recruitment & Employment Confederation (REC) Audited gold standard for recruitment.

REC Audited is a robust audit package that validates compliance with recruitment industry legislation and best practice. REC members that hold the REC Audited accreditation have to complete the compliance test on renewal of their REC membership.

Our recruitment services include:

- Temporary, contract and permanent placement
- Job and person specifications
- Referencing and eligibility to work checking
- AWR compliance
- Interviewing and skills testing
- Psychometric and aptitude testing

- Search and selection
- Advertising services
- Head hunting and identified candidate solutions
- Electronic time-sheeting.

Holding an impressive reputation, IRS Recruitment attracts a talented pool of candidates, works closely with them to understand their career aspirations and – as such - ensures they are the right fit for our client's recruitment needs.

With a proven track record in delivering our services across a local, national and international scale, we are passionate about recruitment excellence, priding ourselves on our honest, reliable and quality business ethics.



IRS Project Services delivers a broad range of project services to support clients and their projects including onshore and offshore. We have extensive in-house resources with a core team of skilled and experienced consultants that can either manage a full project, elements of a project or provide specified personnel for a full client managed venture.

Our project services include:

- Project and production management
- Design and discipline engineering
- Project and dimensional control
- Project administration and compliance
- Construction management
- Welding services and testing
- Rigging and scaffolding design
- Front-line supervision
- Materials inspection
- HSE services
- Commercial and financial
- Planning and procurement
- Expediting
- Final documentation
- Compliance and NDT and quality control.

IRS also offer specialist services such as; in-house audits for procedural compliance, expediting of sub-contractors, contract documentation, claim and counter claim investigations and assistance.



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