



INDUSTRY  
RESOURCE  
SERVICES

*Specialist services to support your business*

# About

The IRS Group provides businesses of all sizes with essential business services that can relieve owners and managers of the burden of dealing with some of the core and essential “back office” functions consisting of HR and People Management, Payroll, Recruitment and Talent Acquisition, as well as Project Services.

Our clients are made up of local, national and international businesses across many sectors. From major Renewable Energy contractors, Oil and Gas, survey and support companies, leading European wind turbine foundation manufacturers, warehousing, distribution and consumer retail to manufacturers of a range of household products. Our clients turn to us for our first-class Business Support Services.

This extends across four key areas:



We can take care of the key parts of your business by working as an extension to your team, delivering our trusted, cost-effective and industry-leading expertise in specialist areas. We're proud of the long-lasting relationships we've built with our customers, thanks to our friendly and down-to-earth approach as well as the knowledge and empathy for the challenges that most businesses face.



**IRS Human Resources specialise in providing down-to-earth pragmatic support and services to assist businesses in managing their most important asset: people. Whether you're looking for advice on a particular HR matter or need help implementing new processes, procedures or systems, our team of experienced professionals have a wealth of practical and technical experience.**

Our HR services include:

- Advice on day-to-day employee issues
- A sounding board to your ideas and how this may affect your organisation
- Providing compliant staff handbooks, policies and contracts of employment
- Guidance on employment legislation, employer duties and employee rights
- An HR health check
- Recruitment, selection and references
- Managing wages and salaries
- Flexible working rights and procedures
- Learning and Development strategy
- Advice on the use of Apprenticeship funding
- Absence and Performance Management
- Change Management
- TUPE advice and guidance
- Redundancy advice and guidance
- Termination of employment
- Grievance and Disciplinary advice
- Assistance with employment tribunal claims.

We aim to provide our clients with a professional HR perspective to enable them to create a successful and engaged workforce throughout their entire business. Acting as an HR business partner to your company, we can give both staff and management the peace of mind that HR matters are being dealt with properly and fairly. Everything we do is tailored to your unique business and we do that by getting to know how your business ticks.



IRS Payroll Services have over 20 years' experience in delivering reliable, secure, flexible and fully compliant payroll services. We support businesses of all shapes and sizes and we're proud of the long-lasting relationships we've built with our clients across many industries. By taking care of this core function we save your business time and money, making sure that staff receive the right payment, on time, every time.

Our payroll services include:

- Confidential and secure payroll processing by experienced staff, including calculating pay and deductions, such as taxation, student loans and childcare contributions
- Handling Auto-Enrolment pension options to comply with pensions regulations
- Providing branded electronic payslips
- Production of P45 and annual reporting of P60's and P11d's
- Electronic reporting via Government Gateway, e.g., RTI and Intermediary submission
- Provision of payroll reports of current and year-to-date payroll information
- Bespoke reporting
- Cloud-based access portal.

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



**IRS Recruitment have built an enviable reputation in the recruitment industry and are proud to be one of the UK's leading independent recruiters and talent acquisition specialists. We consistently strive to exceed clients' and candidates' expectations.**

With over 25 years' experience in delivering specialist recruitment services, we work closely with a growing list of innovative and forward-thinking companies within the Renewable Energy, Oil and Gas, Petrochemical, Construction, Manufacturing, Utility and Commerce sectors as well as with the Public Sector. IRS Group has supplied large numbers of personnel on a diverse range of contracts over a range of skills and disciplines, supplying up to 800 personnel on specific projects.

Working to REC Recruitment Industry standards, we are experienced in finding and placing the right candidates in the right roles and operate to the highest standards in areas such as customer service, client management, staff development and professional service delivery.

Our recruitment services include:

- Temporary, Contract and Permanent recruitment
- Job and person specifications
- Referencing and eligibility-to-work checking
- Interviewing and Skills, Psychometric and Aptitude testing
- Talent Acquisition - Search and Selection
- Advertising services
- Executive Search and identified candidate solutions
- Electronic time-sheeting.

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



**IRS Project Services deliver a broad range of solutions to both onshore and offshore clients. We are able to share our extensive knowledge and many years of experience to help clients complete their projects safely, to specification and to the highest quality.**

Our extensive resources, including a core team of skilled and experienced consultants, can assist or fully manage the entire scope of a project or take care of specific elements of a project. We can also provide personnel for a full client-managed venture.

Our project services include:

- Project and production management
- Design and discipline engineering
- Project Controls
- Project administration and compliance
- Construction management
- Welding services and testing
- Rigging and scaffolding design
- Front-line supervision
- Materials inspection
- Other project support personnel
- Commercial and financial
- Planning and procurement
- Expediting
- Final documentation
- Compliance QA
- QC, Inspection, NDT and Dimensional Surveying.

IRS Project Services also offer specialist solutions such as in-house audits for procedural compliance, expediting of sub-contractors, contract documentation, claim and Counter Claim investigations and assistance.

Each of our services is delivered by a team of practised and proficient individuals in their field of expertise, all of whom have a proven track record in meeting and exceeding client expectations when it comes to the support and value they offer.

Whether you're looking to implement something new or want to review your current processes and discuss how these can be improved or streamlined, we can help. We can deliver tangible results that translate into increased productivity and operational efficiency, as well as minimising risk to drive your business forward.

We're passionate about delivering sustainable, tried and tested solutions that help your business efficiencies. By using the IRS Group to service these functions our clients are able to focus on other areas of their business, whether its customer service, innovation or pursuing new opportunities within the marketplace, secure in the knowledge that these back-office functions are being dealt with efficiently and professionally. One of the key things all our business support services have in common is that they offer peace of mind, whether it's HR, Payroll, Recruitment or Project Management, and you are being guided by our experienced and qualified team.

### Don't just take our word for it...

*"We have worked with IRS on a number of vacancies and have been pleased with the service we have received. Rebecca is our main contact and we have felt very well looked after. We have enjoyed working with IRS and hope to continue this."*

Krista, People and  
Development Advisor, Herrco

*"Tracey who leads IRS HR is a focused and dedicated HR professional with a high level of knowledge of employment law and good HR practice that she applies with a pragmatic approach. I know Tracey from the time she was Head of HR for one of our airlines, so I didn't hesitate to contact her when I needed assistance to support our witnesses and legal team through a very complex tribunal case. Tracey lived up to her reputation and I have no hesitation in recommending her and her team at IRS HR and IRS Payroll Services to help your business with your HR or payroll requirements."*

Peter Simpson, CEO flybmi

*We are ready when you are  
Please feel free to contact us for a no obligation chat*



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