

# **TheHRHub launches new service for busy PAs designed to take the strain out of managing HR tasks.**

Submitted by: Flourish PR  
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Forty seven per cent of the UK's estimated 650,000 PAs and Office Managers now manage HR on top of their traditional responsibilities.(1) As a result, many PAs feel overwhelmed and worried that they aren't up to date with employment law, says Claire Ward, HR expert and founder of TheHRHub (<http://thehrhub.co.uk>).

According to the latest National PA Survey, HR ranked as the second highest "non-traditional" responsibility now managed by PAs, ahead of budget management (41 per cent), marketing and promotional activities (35 per cent) and development of processes and company strategy (35 per cent). Only project management ranked more highly (60 per cent).

Typical HR tasks that PAs and Office Managers have to deal with on a day-to-day basis include drawing up employment contracts, managing the annual leave calendar, keeping correct employee records and policies, complying with health & safety legislation and managing payroll and expense claims.

Claire Ward says that staying above the law is just the start: "We all know that people are a business' greatest asset. Creating a great company environment, where everybody feels valued and engaged is now as much a part of a PAs role as managing their boss' diary, particularly in SMEs. But that doesn't mean that they need to feel overwhelmed. Regular, clear communication with the team makes sure that everyone is in the loop and generates a positive, motivated workplace."

TheHRHub (<http://thehrhub.co.uk/hr-for-pas-and-office-managers>) is launching a "mini" monthly HR advice service aimed specifically at PAs and Office Managers, to make sure that they are compliant with HR law and to help them manage their team effectively.

For a small monthly subscription, the HR Office Hub (<http://thehrhub.co.uk/hr-for-pas-and-office-managers>), gives access to done-for-you content and coaching, which includes:

- 4 x monthly done-for-you newsletters to build relationships with employees, show them the 'love' and keep them updated with events across the year
- 2 x new policies or How To... guides to help navigate through employee relations/ issues
- Employment law updates
- Group support and community members
- A monthly coaching call

For more HR information and advice, visit [www.thehrhub.co.uk](http://www.thehrhub.co.uk)

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(1) Statistics taken from the National PA Survey, surveying 1,000 PAs, 11th May 2016.  
<http://www.officeshow.co.uk/office-show-announces-results-national-pa-survey-2016/>

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About TheHRHub (<http://thehrhub.co.uk/about-us>)

TheHRHub was founded in September 2015 with a mission to shake up the market for HR services to SMEs. It is an HR subscription service for SMEs with up to 50 employees, who need on-demand HR advice tailored to small businesses, but don't want to pay expensive HR consultants or employ a specialist in-house.

The service is delivered both online and by telephone. It connects SMEs to a high calibre panel of HR experts, gives them advice on a range of issues and provides essential tools such as template documents and free HR software worth up to £600 a year. The site also allows them to join an online community of like-minded entrepreneurs to discuss HR problems, share successes and get advice.

It offers three levels of membership: free, annual premium and monthly premium and covers essential technical and legal HR issues and also helps SMEs develop their teams and improve performance.