



Capability Statement 2025



ABOUT US

People Squared is a boutique, full-service Human Resources collaborator, committed to not only optimising people-powered outcomes, but actively contributing to the big picture commercial success of your business. In synergy with our signature seven-point framework, we partner with organisations to unlock their true potential, by recognising, connecting with, and harnessing the promise of personnel.

Our approach is both human-centric and strategically focused, allowing us to authentically offer clarity, confidence and compliance throughout your HR journey. So, whether you're working in, on, or out of the business, you can be sure that our expert, flexible and solution-driven services are designed and delivered to enable your full focus to remain exactly where it's most valuable, every step of the way.

BENEFITS OF OURSOURCED HR





OUTSOURCED HR SERVICES

We partner with you to offer leaders and their employees, access to exactly the right collection of tools, advice, processes and training, when and where they need them.

This includes dedicated support in areas such as recruitment and onboarding, leadership, cost optimisation, employee retention, grievances, and digital systems.

Our services are broken down into 3 core areas:



HR ADVISOR

As your HR Advisor, we help your business in meeting its obligations under Australian workplace law and act as a shield against risks, mitigating potential shortfalls that may arise from the absence of an internal HR team. This includes:

- Industrial relations advice
- Tailored HR documents and templates
- Fair Work advocacy and support
- Employee termination and redundancy support
- and onsite HR support and coaching



HR ADMINISTRATOR

As your HR Administrator, we support your day-to-day HR functions and processes through administrative support including:

- HR process and policy standardisation
- Recruitment and onboarding support
- Performance management support
- Exit and termination procedures



WORKPLACE PARTNER

As your Workplace Partner, we support and guide your business by assisting you to align and integrate your HR Framework with your people management practices.

This includes:

- Leadership and talent development
- Building performance frameworks
- Team building
- Employee engagement and enablement



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Our Shared Knowledge and Experience

Brendan's HR superpowers span workforce planning, strategic integration, leadership and performance consultancy, which he's been deploying for companies of all shapes and sizes for almost two decades, including Suncorp and Virgin Australia, and now for People Squared.

- Leadership Coaching
- Leadership Development
- Talent and Organisational Design
- Learning and Development
- Performance and Rewards
- Culture and Building

With over 15 years on the cutting edge of HR and IR compliance, including extended stints with the Fair Work Ombudsman and Queensland Government.

Nathan is People Squared's resident compliance, operations and advocacy lead.

- Payroll Auditing
- Industrial Relations
- HR Systems
- Recruitment and Onboarding
- Performance Management
- Organisational Re-structuring

We offer pragmatic HR support and advice, not just tick the box solutions.

At People Squared, we're energised by a future where businesses of all scopes and scales feel compelled to lean into the boundless potential of their greatest asset: their people.

In this future, we see a world where all organisations, from eager start-ups to established operators, SMEs to superstars, operate at the peak of their capabilities because of, not in spite of, an intrinsically human heartbeat. Our vision is one of partnership, where we stand shoulder-to-shoulder with our clients, as we work together to navigate the ever-evolving landscape of HR.

We understand that, like people, each and every business is unique, so we're committed to providing agile, forward-thinking and accessible solutions that empower them to thrive. We embrace change, safe in the knowledge that when clarity is introduced to the intersection of culture, capability and compliance, investing in the attraction, retention and integration of talent is a crucial contributor to organisational performance and the purpose that underpins it.

Our outsourced HR solutions offer a range of benefits, providing expertise and support that may otherwise be challenging or costly to maintain in-house. By leveraging our specialised knowledge, your business can access strategic guidance tailored to its unique needs, ensuring alignment with business objectives. This cost-effective solution will allow your business to streamline its HR functions, from compliance management and talent acquisition to training and employee relations, freeing up internal resources to focus on core business activities.

...WE MAKE HUMAN RESOURCES MORE HUMAN...

In a world of complexity, keeping things simple is both an art and a science. We identified 10 key HR areas businesses must focus on becoming more effective in to ensure sustainable growth in a way that attracts, engages and retains the right people.

They include:

Leadership and Key Person Succession	Leadership Development & Coaching	Team Building	Recruitment and Onboarding
HR Compliance and Legal Requirements	Employee wellbeing and psychosocial hazards	Employment Contracts	Performance Management
Training and Employee Development	Employee Relations and Conflict Resolution	Remuneration and Benefits	HR Information Storage and Systemisation



Services Overview

	HR Advisor	HR Administrator	Workplace Partner
Phone Call and Email Support (8.30am – 5.30am MF AEST)	✓	✓	✓
Immediate Access Upon Signing Up	✓	✓	✓
Annual HR Practices Health Check	✓	✓	✓
Modern Award Interpretation and Compliance	✓	✓	✓
Employment Contracts and Tailored HR Documents	✓	✓	✓
Employer Termination and Employee Resignation	✓	✓	✓
Employee Disciplinary Actions and Counselling	✓	✓	✓
Sham Contracting and Contracting Arrangements	✓	✓	✓
Employee Attendance and Managing Ill and Injured Worker	✓	✓	✓
Bullying and harassment in the workplace	✓	✓	✓
Unfair Dismissal and Fair Termination Processes	✓	✓	✓
Recruitment Support	✗	✓	✓
Employee Onboarding Support	✗	✓	✓
Exit and Termination Procedures Support	✗	✓	✓
HR Process Standardization	✗	✓	✓
HR Administration Support	✗	✓	✓
HR Compliance Risk Management	✗	✓	✓
Employee Relations and Conflict Resolution	✗	✓	✓
Performance Management Support	✗	✓	✓
Employee Surveys	✗	✓	✓
HRIS System Implementation Support	✗	✗	✓
Dedicated HR Business Partner Available On-call	✗	✗	✓
Performance Framework Design and Support	✗	✗	✓
Organisational Development	✗	✗	✓
Leadership and Executive Coaching	✗	✗	✓
HR Strategy and Planning	✗	✗	✓





Human Resources Projects



Wages and Payroll Reviews

- Review of time and wage records including allowances and entitlements
- Cross checking against awards, enterprise agreements and minimum wage laws
- Compliance review findings report
- Rectification support including back-pay calculations and employee communication



Workplace Investigations

- Identify allegations and review organisational policies, contracts, and relevant industrial instruments
- Verify information and evaluate
- Detailed investigation report
- Debrief with client and other parties as directed by the client



Business Human Resources Effectiveness Review

- Review of 10 key areas of business HR effectiveness
- Business HR effectiveness report
- Recommendations for areas of focus to improve overall business HR effectiveness



Leadership Programs

- Talent and succession mapping
- 9 box potential / performance mapping
- Capability assessment
- Program design and development
- Program facilitation
- Program review and ROI



Learning and Development Programs

- Training needs analysis
- Skills matrix developed
- Levels of competency mapped
- Learning resources sourced and designed using 70:20:10 learning framework
- Review of capability uplift and ROI



Workplace Health and Wellbeing Program

- Organisational health and wellbeing review
- Organisational health report
- Organisational health and wellbeing program designed
- Organisational health and wellbeing dashboard