

PASSION INTEGRITY RESULTS



iFreelance

2025

Capability Statement



www.ifreelance.com.au



gina@ifreelance.com.au

About iFreelance

2

Since 2020, iFreelance has provided comprehensive human resources, safety and ISO quality management systems consultancy to small and medium sized organisations across all industries. iFreelance is equipped to support your company or organisation in achieving growth, excellence and compliance.

Big Business Tools

As a ruby member of HR Coach, iFreelance holds licenses for proprietary workplace surveys, which will help your organisation to measure and improve your workplace culture, strategic alignment and employee satisfaction.

Gina is an accredited provider of DISC, Motivational Drivers and Emotional Quotient assessments for managers and staff. She is also accredited through SHL to deliver a range of workplace assessments such as personality profiles, verbal and numerical reasoning, 360* feedback surveys etc.

HRCOACH
AUSTRALASIA
people • perform • profit



SHL.

Human Resources Management

- Human Resources Strategy
- Organisational Design
- Employment Compliance
- Performance & Productivity
- Employee Engagement
- Industrial Relations
- Training & Development
- Recruitment & Selection
- HR Systems
- HR Manager on Call
- Compliance
- Remuneration Reviews



Safety & Quality Management

- ISO 9001 / 14001 / 45001
- QMS Gap Analysis
- Quality Control Systems
- Business Policies
- Procedures and Forms
- Corrective Action Planning
- Internal Audits
- Management Reviews
- Document Control
- Registers
- Quality Management on Call



Safety Management & Wellbeing

- Small low risk business/industry
- Board & Leader WHS Awareness
- WHS Compliance
- ISO 45001 WHS Systems
- Safety Policies
- Safety Procedures & Forms
- Safe Work Instructions
- Psychosocial Hazard Surveys
- Psychosocial Hazard Focus Groups
- Toolbox Talk Content/Topics
- Safety Support

Why iFreelance

Passion, Integrity and Results

I am passionate about helping organisations to set up effective systems and ways of working, to create positive workplace cultures and assist leaders to manage people effectively. I am down-to-earth, reliable and committed to achieving tangible and sustainable results. I pride myself on successful collaboration, long term relationships built on trust and ensuring projects are completed on time and within budget.

iFreelance offers high quality services and practical solutions at very competitive consultancy rates.

Tailored Solutions

iFreelance can tailor business solutions for projects of all sizes and scopes, as no one size fits all. I can quote your projects and/or why not consider the 'HR Manager on Call' service, providing virtual HR management support when you need it. No lock in contracts.

Technology Integration

iFreelance maintains subscriptions and memberships to various platforms such as SEEK, Adobe and Survey Monkey. iFreelance is a referral partner for Happy HR and Employment Hero HRIS Systems. I can support your team with any tasks and activities required to ensure a successful implementation.



Industry Experience

- Professional Services
- Early Childhood Education
- University Education
- Small Mining
- Automotive
- Building Trades
- NFP Organisations
- Veterinary Services
- Membership Association
- Community Services
- Transport & Logistics
- Retirement Villages
- Hospitality
- Airline Services
- Cleaning Services
- Manufacturing
- Health
- Vegetation Mgmt
- Agriculture
- Retail
- Local Government

Outsourced Human Resources

5

Whether you are a start-up, small business, NFP, government agency or large corporate, iFreelance has a proven track record of success and has the knowledge, skills and experience to help you achieve your goals, grow your people, your processes and your teams. If you need support with a start up, or are looking to take your operation to the next level; or enhance and sustain growth, we can help you.

By using iFreelance consultancy services, you have your very own HR Manager at your fingertips; someone you can trust who knows your business and will do the right thing by you and your employees.

Benefits of using iFreelance consultancy services include:

- **Expertise** – access to professional expertise and diverse services that too often are not affordable or available inhouse
- **Competitive Advantage** – leverage comprehensive skills and knowledge, broad industry experience and access fresh ideas
- **Results** – no disruption to your services through turnover, lost productivity and training costs due to movement of HR staff
- **Support** – complement your existing team skills with strategic acumen and accomplish short term goals, projects and priorities
- **Networked** – Connected to resources and a small group of trusted professionals across Australia
- **Employment Cost Savings** – save on employee recruitment costs, leave entitlements, payroll tax, workers comp, infrastructure
- **Local** – Locals supporting local regions

HR Manager on Call

Why not engage your own dedicated virtual *HR Manager on Call* on a retained or adhoc basis at competitive rates? It includes includes email, telephone and zoom/teams support, structured to meet your needs.



Gina Clayton

Business Owner and Consultant

Greater Townsville, North Queensland & Remote

Gina operates as a trusted advisor to business owners, directors and senior leaders; providing confidential support, strategic insights and expert guidance. By building trust-based relationships with her clients, she navigates complex workplace challenges with confidence.

Development and implementation of quality and safety management systems complements her HR services. Accredited and licensed, she delivers a variety of people & culture tools and assessments, ensuring that organizations maintain high standards and meet regulatory requirements seamlessly.

Gina will enhance your leadership capability and organization performance through her depth of knowledge, reliable and timely advice.



0414 972130



gina@ifreelance.com.au



www.ifreelance.com.au



<https://www.facebook.com/iFreelance>