



# HUMAN RESOURCES MANAGER

## JOB DESCRIPTION

Human Resources (HR) professionals deal with people in the workforce. They work for organizations and are responsible for hiring new staff, and for ensuring that employees uphold company standards and procedures. They also represent staff, negotiating their benefits and offering them new training and development opportunities.



### SALARY

HR assistant ★★★★★

HR manager ★★★★★

### INDUSTRY PROFILE

Competitive but growing industry •  
Jobs in companies' own HR divisions  
and also in external HR agencies •  
Industry very sensitive and responsive  
to movements in the economy

## AT A GLANCE



**YOUR INTERESTS** Project management • Employment law • Marketing and communication • Psychology • English



**ENTRY QUALIFICATIONS** A degree in business, management, law, organizational psychology, or a similar subject is desirable.



**LIFESTYLE** Working hours are regular. As the "face" of an organization, HR managers have to look professional present themselves well at all times.



**LOCATION** You will probably be based at the head office of a business. Travel is likely, as many companies have branches in different locations.



**THE REALITIES** Dealing with people is hard. You must be resilient yet show sensitivity when handling professional, and sometimes personal, issues.

## RELATED CAREERS

- ▶ **MANAGEMENT CONSULTANT** *see pp. 84–85*
- ▶ **EMPLOYEE RELATIONS MANAGER** Facilitates effective working relationships between management and employees. May cover all communications between the two, including employment contracts, changes to workforce planning, policy enforcement, and trade unions.
- ▶ **LEARNING AND DEVELOPMENT PROFESSIONAL** Delivers training sessions to all employees to improve business practices and outcomes.
- ▶ **OCCUPATIONAL HEALTH PROFESSIONAL** Provides health support to employees while at work. They play an important role in promoting health and advising on safety issues. Treating employees who become ill at work, they also maintain detailed health records for all staff.
- ▶ **RECRUITMENT PROFESSIONAL** Finds and helps select suitable candidates for employment. They conduct necessary background checks for potential candidates.

## CAREER PATHS

Some colleges offer programs in HR management, but a business-related bachelor's degree is usually enough to apply for entry-level jobs. An HR manager's job can vary depending on the company's size; in larger companies, you can specialize in one area, such as recruitment.

**HR GENERALIST** Joining a company as a generalist, you start in a broad role, gaining an overview of relevant activities. This role can be very process-driven.

**EMPLOYEE RELATIONS OFFICER** If you have a background in law, this is a suitable role that involves negotiating legal aspects and enforcing company policies.



**HR MANAGER** While HR management is a common position in most companies, with experience you may be able to progress into more senior roles or various specialties, like compensation.



**LEARNING AND DEVELOPMENT MANAGER** Identifies the training needs of employees, including inductions for newcomers and ongoing technical training for staff and management.



**HR DIRECTOR** Plays the lead role in shaping and driving an organization's HR policies, from recruitment to training.



**HR CONSULTANT** Provides HR expertise to client companies, either independently or through broader consulting firms.



**TALENT MANAGER** Sources, recruits, and retains key personnel for a business. They work with senior management to ensure that the needs of a business are being met by its current and future workforce.

## SKILLS GUIDE



Good communication skills to interact and negotiate effectively with colleagues.



Leadership skills and the vision to implement difficult policies and measure the impact of decisions.



Sensitivity toward diverse viewpoints and empathy for employees' issues at work.



Decisive problem-solving to help make individual employees productive and happy at work.



Precision and an eye for detail in HR activities, such as recruitment drives and payroll administration.