

## A Career in Human Resources

The role of HR in a business is ultimately to hire, retain and look after people within a company. HR is a hugely growing career path and can offer opportunities to specialise within a certain sector of HR or be a generalist, where you can have exposure to all areas of HR. The Human Resources department looks different in every business, dependent on size/ number of employee's etc. HR is a company sector that has to wear many hats. They need to continually ensure that their people are happy, healthy, and contributing to the organisation.

### Why pursue a career in HR?

- Help others
- Stable career for opportunities for development
- Assist with creating a positive working environment
- Diverse role with a varied and changeable workload
- Changing and exciting time for the industry

### Main functions of the HR Department

#### Recruitment and Selection

Acquiring new talent is something every business needs to do if they wish to grow. HR professionals tend to be at the forefront of the recruitment process. They will likely be present at a candidate's first interview and work with hiring managers in specific departments until hiring.

#### Company benefits and Rewards

- One way a company can attract in-demand employees is to offer attractive benefits and fair compensation. What's more, proper compensation and benefits are fantastic ways to motivate current staff and reduce turnover rates. Performance
- Assessing performance is one of the essential tasks of the human resources department. They can implement tools to gather data to analyse and report back to the company executives.

#### Employee Relations

- Companies are required to maintain a safe and healthy working environment for all employees. A positive and constructive company culture motivates employees to stay and perform at their best. The HR department is responsible for maintaining and managing good employee relations. HR professionals are responsible for resolving any issues or disputes among employees. They are also required to form policies that enforce a fair workplace for all staff.

#### Learning and Development

- Learning opportunities in the workplace are an excellent way to ignite company growth. As current systems become outdated, HR is responsible for finding and implementing training programs to ensure that employees are at the forefront of cutting-edge technology and other instruments. E Learning/ professional qualifications/ induction training would all fit into this area.

- **HR Generalist**

- Typically, an HR generalist is needed to assist an established HR department with daily operations to ensure nothing is overlooked. The diversity of responsibilities is vast, involving anything from employee onboarding and recruitment to payroll administration and compliance. A much-needed support to senior HR management, HR generalists are relied on for their detail-oriented processes and interpersonal skill to help administer various HR initiatives.

**What skills are required to work within HR?**

- Excellent communication skills- To be able to deal with people at all levels
- Confidentially
- Able to have some tough conversations
- Empathy
- Strong attention to detail and analytical skills

**Professional Qualifications within HR:**

- The main body to qualify within HR is CIPD (Chartered Institute of Personnel Development)
- Level 3 Foundation Certificate in People Practice
- Level 5 Associate Diploma in People Management
- Level 7 Advanced Diploma in Strategic People Management