Roles and Responsibilities of Human Resource Managers

Name

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Date

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 **Introduction**

 Human resource managers have a primary objective and role of organizing the organization’s human capital (employees) to help their respective jobs and tasks successfully and effectively. Accordingly, the role of HR managers in any organization regardless of its size and economies of scale is to advise the overall management on the most productive and cost-effective way of managing their employees to achieve organizational excellence (Armstrong & Taylor, 2014).

**Mind Map of the Characteristics and responsibilities of the roles of HR managers**

**Interviewing candidates**

Basic Interview features

Interview Keys

Design and administer interviews

**Employee testing & Selection.**

Basic testing concepts

Design Type of tests

**Employee Training & Development**

Establish methods

Initiate training process

Appraise the training efforts

Ethical and fair treatment

Collective bargaining

Labor regulation

Safety and Health

Global HRM

Recruitment & selection

HR Manager

Employee Relations

Training & Development

**Career management**

Determine roles in career development

Promote based on skills development

Develop retirement guidelines

Resolving Conflicts

Compensation

**Benefits and Services**

Provide insurance benefits.

Provide retirement benefits

Establish flexible benefits program

Pay for times on leave & off

**Pay Plans**

Establish pay rates

Price professional jobs

Establish competency based pay

**Major HR Roles and their potential job requirements**

The four major functional areas of human resource management include staffing, planning, and employee development and maintenance. According to the functional areas, the four major roles of HR managers are recruitment and selection, employee training, employee relations and compensation and benefits (employee appraisal) (Armstrong & Taylor, 2014).

**Job description for each of the selected HR Roles**.

Job Title: Recruitment Manager.

Department: Human Resource

Reports To: HR Manager

Job Purpose

The recruitment manager will be responsible for overseeing the selection of potential employees. The manager will also be responsible for identifying hiring needs at the organization and subsequently develop job the respective job description, develop recruitment plan, oversee implementation of the recruitment plan and prepare job application process and other necessary documents.

Key Responsibilities

* Manage the acquisition of talented and experienced employees and undertake measures to help the organization attract talented workforce
* Ensure timely and proactive approval of job requisitions and selected eligible candidates to fill the positions.
* Design and develop the selection matrix for the organization to use when choosing the recruitment channel to be used in hiring process.
* Explore the market environment to identify best practices in staffing and hiring to help the organization adopt more efficient and goal-directed recruitment practices.
* Conduct interviews for all job positons including the managerial position.
* Monitor the costs of recruitment at the organization and implement strategic measures to reduce to reduce the costs to the lowest point possible.

 Core Skills.

* Excellent leadership and managerial skills
* Competency in job interviewing
* Proficiency in training and bargaining skills
* Conversant effective communication skills
* Excellent analytical skills
* Strong decision-making skills

Job Title: Training Manager.

Department: Human Resource

Reports To: HR Manager

Job purpose

The training manager will be responsible for devising training strategy at the organizations and preside over implementation of the strategy, while evaluating its outcomes. The manager will also be required to enhance and promote the skills development among employees at the organization using the most cost effective measures.

 Job duties and responsibilities

* Identify the training needs and requirements at the organization through effective interaction with other managers and employees.
* Create and amend training manuals to ensure that they are up to date and consistent consistent with the current training needs at the organization.
* Oversee web-based workshops and seminars, group training sessions and other training programs being pursued at the organization.
* Monitor and manage the aggregate costs of the training programs at the organization including printing, publication and advertising costs and report to the senior HR manager.

**Skills and Qualifications**

* Excellent interpersonal communication
* Competence in both oral and written communication
* Excellent in critical thinking and problem solving processes
* Good in time management and excellent attention to detail
* Proficiency in planning skills.
* Must be a holder of a bachelor’s degree or higher in Human Resource management or business administration.

References

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