



# Human Resource Management

LO 1

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# AC 1.2

- Outline the key roles and responsibilities of the HR department
- Assess the function of human resource management in contributing to organizational purpose.
- Explain how relevant legislative and policy frameworks of the home country influence the selection, recruitment and employment of individuals.
- Justify a human resources plan based on an analysis of supply and demand for a selected service industry.

# Key Roles Human Resources

- Roles of the Human Resources
- Hiring team members
  - Setting day to day goals for the organization
  - Responsible for all team members and plans for future ventures and objectives involving people in the company
  - Recruiting suitable candidates
  - Identifying and meeting the training needs of team members (Slideshare.net, 2015).

# Key Roles of Human Resources

- Employee welfare and employment relations
- Ensuring that the working environment is safe for team members
- Raising awareness of current workplace laws (Slideshare.net, 2015).

# Key Roles of the HR Department

- **Executive Role:** HR department viewed as specialists in the areas that deal with human resources
- **Audit Role:** checks other departments and the organization to ensure that all HR policies are being carried out in accordance with the company's HR policy.
- **Facilitator Role:** helps or facilitates or department to accomplish the goals or standards that are laid out in the company's HR policies. This role involves training being delivered for issues that may surface.
- **Consultancy Role:** advise managers on how to deal with specific issues that relate managing people
- **Service Role:** the HR department is an information provider where it raises awareness and informs departments on changes in policy.

Adapted from (Slideshare.net, 2015).

# Responsibilities of the HR Department

- Recruitment
- Training and Development
- Administration
- Labour Relations
- Employee Welfare

# Function of HRM in contribution to organizational purpose

- The HR department performs the challenging work of managing the company's most valuable asset- its employees (Borade, 2016).
- Functions of the HR Department:
  - Recruitment
  - Motivation
  - Planning growth
  - Implementing HR policies
  - Establishing fair work culture

# Legislative and Policy

## frameworks on the Employment and Recruitment of persons

- Recruiting of Workers Act
- Minimum Wage Act

(Thomas Williams, 2012)



# Codes of Practice and Policies

- Recruitment of certain persons
- Minimum wage
- Leave and other benefits
- Equal Opportunity
- Occupational Health and Safety
- Trade Unions

(Thomas Williams, 2012)

# Human Resource Planning

- The process that links the human resource needs of an organization to its strategic plan to ensure that staffing is adequate, qualified, and competent enough to achieve the organization's objectives (BusinessDictionary.com, n.d.).
- HR planning is now becoming a crucial organizational element for maintaining competitive advantage and reducing employee turnover (BusinessDictionary.com, n.d.).

# Human Resource Planning

- Job Analysis
  - Job Description (tasks, duties and responsibilities)
  - Job specification- KSAs
- Forecast labour supply and demand
  - Internal/external
  - Skill Inventory
  - Replacement Chart
- Match Labour Supply/Demand
  - Layoffs
  - Early Retirement (YouTube, 2012).

# How to Develop an HR Plan?

## Steps for HR Planning

1. Review your business goals
2. Scan the environment
3. Identify the gaps
4. Develop your plan
5. Measure your progress

# Internal Factors to Consider in HRP

- Organizational Structure
- Budget
- Skill Levels
- Productivity
- Compliance

(Ashe-Edmund, n.d.)

# External Factors to Consider in HRP

- Political
- Technological
- Economic
- Social
- Legal
- Environmental

(Dillon, n.d.)

# Human Resource Planning in a Changing Environment

- Needed and is important to deal with change associated with the external environment
- It helps to assess current human resources through HR inventory and adapts it into changing technological, socio-cultural, political and economic forces (Planning, n.d.).

# Additional Reading

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