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Learn about the key requirements, duties, responsibilities, and skills that should be in an HR officer job description. What does a HR officer do? | Salaries for HR officers | Typical employers of HR officers | Qualifications and training for a HR officer | Key skills for a HR officer A HR (human resources) function in an organisation is responsible for ensuring that a workforce is able to perform optimally, ensuring that there sufficient people are recruited, retained, trained and supported to fulfil the organisation's goals and commitments. As such, HR's remit includes health and safety, recruitment, training, payroll and more. A HR officer (also known as a HR adviser) can be a generalist, who carries out a broad range of duties, or a specialist, who focuses on a particular area. Specialisms include employee relations, careers coaching, health and safety and headhunting. HR generalists are more common in small organisations while larger companies may hire specialists to take on one of these responsibilities as their entire role. In very small organisations, HR tasks may be split between several people who also work on other tasks. To find out more about beginning a career as a HR officer and the specialisms on offer in human resources, head to the main HR advice page. Typical duties for a HR officer include: recruiting new staff making sure that staff get paid correctly and on time managing pensions and benefits administration approving job descriptions and advertisements looking after the health, safety and welfare of all employees organising staff training monitoring staff performance and attendance advising line managers and other employees on employment law and the employer's own employment policies and procedures verifying that candidates have the right to work at the organisation advising on disciplinary and employee performance problems negotiating salaries, contracts, working conditions and redundancy packages with staff and trade union representatives. As a HR officer, you're likely to work standard office hours (9.00 am-5.00 pm). However, if you're in a small team or work alone, you may need to be on call (available to respond to emergencies outside working hours) or stay late at busy times and when difficult situations crop up. For example, if you're involved in payroll, you may need to work late to ensure all staff are paid on time. Read our articles on whether a career in HR is right for you and how to get a job in HR and recruitment to find out more about what this career involves. Graduate salaries for HR officers Salary survey websites and a sample of job adverts suggest that an HR officer in a large organisation can earn between £30,000 and £38,000, while graduates on HR graduate schemes can earn up to £34,000. Most HR graduate schemes enable you to work towards Chartered Institute of Personnel and Development (CIPD) qualifications, which in turn will help you boost your salary. Typical employers of HR officers HR officer roles can be found at any type of employer, including: professional services firms large retailers banks and finance organisations charities government and local government organisations manufacturers health organisations media and entertainment companies construction and property firms. Vacancies are advertised on targetjobs and by careers services. You can also find jobs advertised on specialist HR websites such as Personnel Today and People Management. National jobsites often advertise entry-level roles. There are also graduate training schemes offered by many organisations in this area of work. Take a look at our list of employers that offer HR graduate training schemes , and browse the UK 300 rankings to be inspired by the range of organisations across any industry that you could potentially work for as a HR officer. Qualifications and training required for a HR officer Entry-level roles and graduate schemes tend to be open to graduates of all disciplines, although a degree or higher national diploma (HND) in a relevant subject such as HR management or business may be required for some posts. Experience in education or psychology can help you get into roles in training and development, while a background in law could give you an edge when applying for employee relations roles. As you progress in your HR career, some employers may also ask that you have a professional qualification in HR management. A list of courses is available on the CIPD's website . A postgraduate qualification in HR management may be advantageous. The CIPD provides offers opportunities for continuing professional development (CPD) and can help to show your commitment to your field. You can become a member by achieving a CIPD qualification or through experience assessment, where you use your experience from the past three years to gain professional recognition. Experience is often essential to get into HR, but it doesn't need to be directly HR related. Work experience in which you have worked with a range of people, solved problems, created processes or managed projects or people could all be valuable. You could also move into HR following a general management training scheme. Read our CV advice to help you add your work experience to your CV. Key skills for HR officers Skills useful for a HR officer include: commercial awareness effective organisational skills the ability to form working relationships with people at all levels teamworking and interpersonal skills diplomacy and the ability to deal with situations that are stressful to others meticulous attention to detail numeracy excellent communication skills. This Human Resources (HR) Officer job description template is optimized for posting on online job boards or careers pages and easy to customize for your company. Human Resources Officer responsibilities include: Supporting the development and implementation of HR initiatives and systems Providing counseling on policies and procedures Being actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process Hiring an HR officer? Sign up for Workable's 15-day free trial to post this job and hire better, faster. Job briefWe are looking for a skilled HR Officer who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work. If you are passionate about HR and highly efficient, give us a chance to meet you. We expect you to have knowledge of various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills. The goal will be to provide excellent assistance and support to employees and managers. Responsibilities Support the development and implementation of HR initiatives and systems Provide counseling on policies and procedures Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process Create and implement effective onboarding plans Develop training and development programs Assist in performance management processes Support the management of disciplinary and grievance issues Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements Review employment and working conditions to ensure legal compliance Requirements and skills Proven experience as HR officer, administrator or other HR position Knowledge of HR functions (pay & benefits, recruitment, training & development etc.) Understanding of labor laws and disciplinary procedures Proficient in MS Office; knowledge of HRMS is a plus Outstanding organizational and time-management abilities Excellent communication and interpersonal skills Problem-solving and decision-making aptitude Strong ethics and reliability BSc/BA in business administration, social studies or relevant field; further training will be a plus HR Credentials (e.g. PHR from the HR Certification Institute) A Human Resource Officer is a bridge that connects workforce needs with employer requirements. They act as mediators between employees and their organizations. What are the duties and responsibilities of a Human Resources Officer? A Human Resource Officer is responsible for many duties across an organization, from recruiting and training staff to ensure employees receive fair pay and benefits throughout the year. What makes a good Human Resources Officer? Human Resource Officers need to have excellent interpersonal skills to work with a wide range of employees and address complex subject matter professionally. Who does a Human Resources Officer work with? A Human Resource Officer typically works with a group of other HR professionals to ensure employees receive payments and handle HR-related issues as they arise. A Human Resources Director who oversees all aspects of the HR department usually supervises them. Start a free Workable trial and post your ad on the most popular job boards today.





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