

Job analysis and design paper



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Introduction The success of any organisation largely depends on the productivity of its human resources and the skills of the managers. In order to enhance the performance of the employees, firms that are focused at increasing their productivity emulate various motivation factors that include increasing monthly salaries and benefits, training and compensation among others. Being responsible for managing human resources, Ulrich (1996) argues that human resources managers are key people that companies cannot overlook. This paper seeks to provide job description of a human resources manager including job summary, relationship and qualifications as well as the job requirements.

Job title: Human Resources Manager

Job summary

Human Resources Manager (HRM) is a significant job not only to large firms but also to small enterprises. Some of the major duties of a HRM include selection and training of the employees, ensuring the safety of the employees, providing the conditions of the employment and advising the top management on the issues affecting the staff. In addition, human resources manager modify benefits policies to ensure that companies adopt competitive programs that are focused at retaining employees and attracting experienced staff (Ulrich, 1996). To ensure ethics within an organisation, Human Resources Manager advises the management on issues such as sexual harassment within the working environment as well as guiding the top managers on issues pertaining to equal employment opportunities.

Job activities

Relationship

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To ensure positive relationship between the employees and the management, Human Resources Manager acts as a referee in case of disputes in the work places. It is vital to note that to maintain a motivated staff, free intermingling between the employees and the management is imperative. In this regard, HRM establishes recreation programs that bring together the managers and other employees.

Qualifications

For an individual to qualify as a human resources manager, he or she needs to possess various skills as outlined below.

Bachelor degree in Human Resources Management, a Masters in Business Administration (MBA) is an added advantage.

It is necessary for an individual to be a member of Chartered Institute of Personnel and Development (CIPD) as an affiliate, associate, licentiate or graduate.

An individual should portray strong leadership qualities and behavior since he or she acts as the role model to other employees.

Ability to analyze human behaviors and characteristics are essential based on the fact that employees have different cultural and social background.

An individual should be self confident and tactful to deal with the challenges that occur during an organizational change that may generate opposition from some employees.

Interested in continuous learning and innovation as well as adequate skills on time management.

Job requirements

To ensure other employees emulate their human resources manager, HRM is required to evaluate their weaknesses and strengths. In this way, they will

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notice the areas that need improvement. In the same way, HRM should develop a sense of responsibility among the employees. In this way, the staff will not only be motivated but also they will be held accountable for their actions during their duties.

References

Ulrich, D. (1996). *Human Resource Champions. The next agenda for adding value and delivering results*. Boston: Harvard Business School Press.