

# Professional analysis of job description



Human Resource Business Manager The job vacancy is for a Human Resource Business Manager for a manufacturing organization (Page, 2006). As we all know, human relations is very important department in most organizations and a vital one to develop relationships with various stakeholders inside the organization. Be it the employees asking for a salary hike, be it the suppliers coordinating for the delivery of goods, or be it the internal teams trying to collaborate to achieve the organizational goals, they all are handled through the Human Resource manager who smoothens out the flow of such coordination and collaboration.

#### Evaluation Criteria

For this position of the Human Resource Manager, most of the skills sets mentioned below are crucial. (Recruiting Trends, 2007)

A HR manager must be a good speaker and a good listener. Since a HR manager has to deal with many people, patient listening and responding analytically is crucial.

A HR manager should have good interpersonal skills that helps to coordinate team efforts and resolves any interpersonal conflict.

A HR manager should have excellent control over communication skills. This not only involves speaking and listening, but also non verbal communication such as written and control over facial expressions.

For a company that requires only the best, prior experience in this field is an absolute necessity. Until and unless the HR manager has seen and lived through enough years of handling different employees, a manager is not be ready to face challenges that a big company creates.

The HR manager does not necessarily need to have good social contacts/ personal relations however for this job description this skill is needed to deal

with external stakeholders.

The HR manager should be likable yet authoritative. Since unions need to be controlled and change to be initiated, the manager is required to take a firm stance in addressing these issues.

The HR manager should be a good influencer and has the ability to motivate the staff members to accept the mission and vision set by the CEO.

The HR manager should also have the capability to train and act as a mentor for new comers so that they can follow on the right path and achieve business objectives.

#### Analysis of Job Description

The HR manager position at the manufacturing organization is very demanding even for an experienced manager. Apart from the skills required as mentioned in the above section, the HR manager would be required to develop the organization and management culture. Complete business units/teams will have to be created, coordinated and evaluated so that managers could meet their business objectives. The HR manager would also be required to improve the individual skills of the employees so that the organization as a whole can benefit from it. Another differentiating requirement for this HR manager position is the need to be involved in the commercial decisions taken by the organization. Not only would the manager need to understand business decisions, the manager would also need to facilitate the business and solve any business issues within the organizational teams. Truly such responsibilities cannot be undertaken by an inexperienced manager, in-fact an experienced manager would find undertaking such duties, roles and responsibilities enormously challenging. (McNamara, 2008)

## Works Cited

1. Carter McNamara (2008). Employee Job Descriptions. Retrieved on March 4, 2008 from [http://www.managementhelp.org/staffing/specify/job\\_desc/job\\_desc.htm](http://www.managementhelp.org/staffing/specify/job_desc/job_desc.htm)
2. Michael Page (2006). Interim HR Business Manager. Retrieved on March 4, 2008 from <http://www.michaelpage.co.uk/job-display/659654/interim-hr-business-manager.html>
3. Recruiting Trends (2007). Recruiting Tops HR Evaluation Criteria. Retrieved on March 4, 2008 from [http://www.recruitingtrends.com/online/research\\_corner/640-1.html](http://www.recruitingtrends.com/online/research_corner/640-1.html)