

Human resource



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HR Manager: Introduction: As the implies, an HR manager is an individual who serves to manage not only the HR department, but also plays an important role in the general management of the projects, and hence the organization as a whole.

Daily duties:

Daily duties of an HR manager include but are not limited to allocating staff to the different project activities, getting the fuelling and travel bills cleared on day to day basis, allocating transport to the staff as required for distant sites, and providing the staff with daily training upon the instructions of the project manager. Maintaining close collaboration between the various functional departments and resolving inter-departmental issues are a matter of daily occurrence for an HR manager. An HR manager may be required to generate reports based on staff related issues on a daily basis or as required.

Weekly duties:

An HR manager is required to weekly assess the performance of staff, identify the loopholes, suggest and implement corrective measures to improve the performance in the upcoming week. Also, the HR manager weekly reviews the expenses and verifies that they conform to the pre-defined budget for the specific activities.

Monthly duties:

An HR manager attends monthly meetings among the project parties and represents the HR department in such meetings. An HR manager might be required to administer and review the progress of the research conducted by the organization on a monthly basis. An HR manager assumes a huge responsibility in conducting meaningful research.

Yearly duties:

Project managers work in close collaboration with the HR managers in the allocation of budgets to various projects and the constituent activities every year. “ Ensure compliance to the approved salary budget; give focus on pay for performance and salary benchmarks where available.” (Goyal, 2010).

Besides, HR managers are consulted while selecting the staff to be promoted after an analysis of their past year performance.

To me, the job of an HR manager is too serious and sensitive in nature to be interesting, though one always feels special being on such an authoritative position as that of an HR manager. However, an HR manager might find it interesting to learn the departmental issues and resolve inter-departmental conflicts. What is not interesting about the job of an HR manager is that many project managers tend to sideline HR managers as they view them as their professional competitors.

As an HR manager, I can be very good at decision making because the decisions I take usually prove beneficial for me and for others in the long run. However, I need additional training in allocating budgets to various activities because I am not very good at deciding budgets.

Conclusion:

Besides other duties, it also remains the responsibility of an HR manager to keep a check on such other HR professionals as HR coordinators and assistants and review their daily, monthly, weekly and yearly performance. Being a manager, the HR manager assumes big responsibility of ensuring the efficiency of the HR department and governing other HR professionals who are down the line.

Works cited:

<https://assignbuster.com/human-resource/>

Goyal, Anshu. " Set Of 20 Key Responsibilities Of Hr Manager." 2010. Web.
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