As a human resources (HR) officer you'll develop, advise on and implement policies relating to the effective use of staff in an organisation.

In the role your aim is to ensure that the organisation you work for employs the right balance of staff in terms of skill and experience, and that training and development opportunities are available to colleagues to enhance their performance and achieve the company's business aims.

HR officers are involved in a range of activities whatever the size or type of business. These cover areas such as:

* conditions of employment
* equality and diversity
* negotiation with external work-related agencies
* pay
* recruitment
* working practices.

## Responsibilities

To be successful in this role you must have a clear understanding of your employer's business objectives and be able to devise and implement policies which select, develop and retain the right staff to meet these objectives.

You will not only deal with staff welfare and administration-centred activities, but also strategy and planning.

HR departments are expected to add value to the organisation they support. The exact nature of the work varies according to the organisation, but is likely to include:

* working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures
* promoting equality and diversity as part of the culture of the organisation
* liaising with a range of people involved in policy areas such as staff performance and health and safety
* recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates
* developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
* preparing staff handbooks
* advising on pay and other remuneration issues, including promotion and benefits
* undertaking regular salary reviews
* negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions
* administering payroll and maintaining employee records
* interpreting and advising on employment law
* dealing with grievances and implementing disciplinary procedures
* developing HR planning strategies, which consider immediate and long-term staff requirements
* planning and sometimes delivering training, including new staff inductions
* analysing training needs in conjunction with departmental managers.

## Skills

You'll need to have:

* business awareness and management skills
* organisational skills and the ability to understand detailed information
* IT and numeracy skills, with strong IT skills required if managing/operating computerised payroll and benefits systems
* interpersonal skills to form effective working relationships with people at all levels
* a proven track record of 'making a difference'
* the ability to analyse, interpret and explain employment law
* integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues with you
* curiosity and a willingness to challenge organisational culture where necessary
* the ability to compile and interpret statistical data and communicate it in a professional and understandable manner
* influencing and negotiating skills to implement personnel policies
* potential to handle a leadership role.