

## Human Resources (HR)

Human Resources (HR) is the function within an organisation that focuses on recruitment and management of people. Human Resources also deals with issues related to people such as pay and benefits, career management, safety, wellness, motivation, and training.

The types of roles you might find in an HR Department include:

- Recruitment Consultant
- HR Business Advisor
- Reward Business Analyst
- Talent Development Manager

### Recruitment Consultant

Recruitment Consultants find and hire people into their organisation. Sometimes Recruitment Consultants also participate in interviews with a line manager (or hiring manager). Recruitment Consultants need to be able to build good working relationships with people throughout the business and have good organisation and time management skills. They often deal with sensitive and confidential information, so the ability to keep this secret is important.

**Starting salaries for a Recruitment Consultant can start at around £18,000 and can go up to £30,000 or more depending on the business.**

### HR Business Advisor

HR Business Advisors are responsible for many parts of the HR department. This may include advising of new Government legislation and employment laws, as well as supporting employee relations, recruitment and employee training programmes. Skills needed for this job include an understanding of employment law, research and analytical skills, good customer service and the ability to build relationships with others.

**HR advisors can earn between £25,000 - £35,000.**

### Reward Analyst

Reward Analysts help to determine a company's pay and benefits policy. This would include ensuring the company's pay to their employees are competitive with other companies. They would also be responsible for calculating any bonuses or pay increases for employees, and organising benefits (such as health insurance). Skills needed for this role include numeracy and analytical skills, and the ability to keep information secret that may be confidential.

**Salaries for this role tend to start from £20,000 and may rise to £35,000 in some companies depending on the level of responsibility.**

### Talent Development Manager

Talent Development Managers are responsible for assessing an employee's strengths and weaknesses, and designing a plan to help them with their day to day jobs, such as trainings. The skills needed to do this job include good project management skills and the ability to influence people, including senior members of staff. Good communication and presentation skills are also essential.

**Salaries for this role can start at £27,000 and work up to £40,000 or more with experience.**

## Employability SKILLS

The key skills to work in Human Resources include:

- **Adaptability and flexibility**
- **Good communication skills**
- **Strong organisational and time management skills**
- **Ability to build good working relationships with people**
- **Staying calm under pressure**