



Developing Relationships and Workplace Achievement

BMSW 5102-A1

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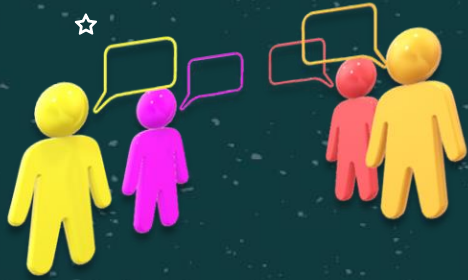
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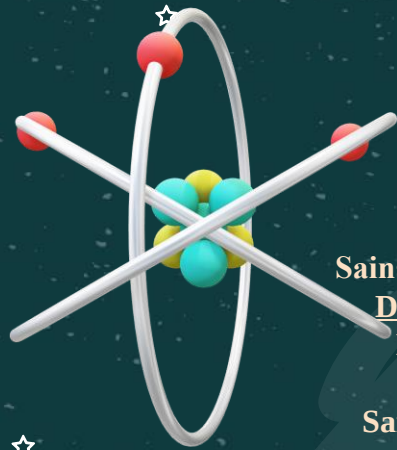
Introduction

Based on the topic of developing relationships and workplace Achievements, the chosen organisation is Sainsbury in which I have been chosen for the job role of an HR officer. The following report will this discussing the concept of HR and will discuss the different knowledge, skills and behaviours which are required of an HR officer.

Will be provided brief information about the different skills, knowledge and behaviour which are required for an HR officer is discussed. After that, a personal SWOT analysis will be provided in which in-depth details about the major strengths and weaknesses have been discussed.

Then a brief information will be provided about the different skills and experiences, knowledge and behaviour. After that, a personal SWOT analysis will be provided in which depth details about the major strength and weaknesses have been discussed. Administrative expert. Also will focus on Potential benefits to the organization through effective training and development.





Background

Sainsbury's is the second, largest chain of Supermarkets in the United Kingdom (Kantar data December, 2019). Has been founded by John James Sainsbury in 1869, with a shop in Drury Lane, London, the company was the largest UK retailer of groceries for most of the 20th century.

Sainsbury's company, is split into three divisions: Sainsbury's Supermarkets Ltd (including convenience shops), Sainsbury's Bank, and Argos.

In November 2007, Sainsbury's centralised its HR department, relocating to the 17th and 18th floors of the Manchester Arndale Centre to form a Shared Service Centre, which was initially trialled to deal with Recruitment in Scotland and was later rolled out to the whole of the United Kingdom (Personnel Today July 2007). In July 2009, HR Shared Service Centre in Manchester expand to include most HR Processes in its Colleague Administration Department and Occupational Health enquiries in a dedicated unit.

Since April 2012, the centre has begun a gradual relocation to its new offices in the centre of Lincoln, along with a rebrand as Sainsbury's HR Services.





Knowledge, skills and behaviors (KSB) that are required by HR professionals across the departments



- An HR is a professional within an organisation or can be considered as a department which is related to the different operations which are related to the employees. The HR department within an organisation is considered to be very much important as these departments take care of the most important and valuable asset of any organisation which is the employees (Alsuliman and Elrayah, 2021).
 - Communication skills are essential in Human Resource Management, as the HR professional is the link between the business and the employee. On the one hand, you are an activist for employees, and on the other hand, you represent the employer. Speaking ability allow the HR to have confidence and communicate effectively.(Erik, van Vulpen)
 - HR professionals need to be able to translate data into clear, compelling, and impactful stories tailored to different stakeholder audiences.(Sainsburys website, 2017)
 - Flexibility, Honesty and integrity allow the HR to gain trust from management and employees by being transparent.
 - Training and development increase the productivity of the employee if the HR provides proper training and development programs (Ranjhan and Mallick, 2018)
 - Supporting behavior helps them to understand the wants and needs of the employee and support them
 - Transparency and trustworthy behavior
 - ☆ HR is expected to work together with the colleagues in Human Recourses and with the managers in the organization. Working as a team and being actively setting HR activities benefits both the organization and HR, and providing necessary information to enable timely HR support and operation.
 - In order to be part of the HR department there are
 - many different knowledge, skills and behaviours which are required for the HR profession
 - within the departments (Wiblen and Marler, 2021).
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The following table will be discussing the different skills, knowledge and behaviour of HR professionals while working within the organisation:



Factors

Evaluation

Skills



The different skills which are needed or required for an HR professional is that they should have the knowledge of recruiting the staff under which the different responsibilities like developing of the different roles of the jobs along with the specifications of the person are included. The professionals should also have the knowledge of negotiating with the staff in order to ensure that the employees will have each and every element that they need while working. Along with this, there are many more skills which are required for an HR professional in which skills as motivation. Leadership skills, multitasking and good presentation skills are required. The professionals should also have a brief knowledge and information about HR skills and trends. On the other hand, HR professionals should have the skills of multi-tasking and should have good presentation skills in order to make sure that the HR professional will be keeping working environment very much productive and positive (Dempsey-Brench and Shantz, 2021).



Knowledge



The HR professionals should also have knowledge about the different training needs of the employees and should be very much efficient in planning as well as the different needs of training along with providing instructions to the staff. HR professionals should have the knowledge of looking after performance management, disciplinary procedures and many more (Riemenschneider and Armstrong, 2021). The HR professionals should have knowledge about the different processes which are required within the staff recruitment and selection of candidate's process. The HR professional should have the knowledge of developing different growth strategies along with the proper implementation process. The HR professionals should also have the knowledge of developing different strategies which are required for making sure that the staff will be getting all the required elements within the organisation.



Knowledge of GDPR and legislation low

The GDPR 2016 has eleven chapters, concerning general provisions, principles, rights of the data subject, duties of data controllers or processors, transfers of personal data to third countries, supervisory authorities, cooperation among member states, remedies, liability or penalties for breach of rights, and miscellaneous final provisions.

The GDPR's primary aim is to enhance individuals' control and rights over their personal data and to simplify the regulatory environment for international business. Superseding the Data Protection Directive.

The GDPR was adopted on 14 April 2016 and became enforceable beginning 25 May 2018. As the GDPR is a regulation, not a directive, it is directly binding and applicable, and provides flexibility for certain aspects of the regulation to be adjusted by individual member states. The regulation became a model for many other laws across the world, including in Turkey, Mauritius, Chile, Japan, Brazil, South Korea, South Africa, Argentina and Kenya. As of 6 October 2022 the United Kingdom retains the law in identical form despite no longer being an EU member state. The California Consumer Privacy, adopted on 28 June 2018, has many similarities with the GDPR. The applicability of GDPR in the United Kingdom is affected by Brexit. The United Kingdom granted royal assent to the Data Protection Act 2018 on 23 May 2018, which augmented the GDPR, including aspects of the regulation that are to be determined by national law, and criminal offences for knowingly or recklessly obtaining, redistributing, or retaining personal data without the consent of the data controller. The UK will not restrict the transfer of personal data to countries within the EEA under UK GDPR. However, the UK will become a third country under the EU GDPR, meaning that personal data may not be transferred to the country unless appropriate safeguards are imposed, or the European Commission performs an adequacy decision on the suitability of British data protection legislation (Chapter V). As part of the withdrawal agreement, the European Commission committed to perform an adequacy assessment.



Potential benefits to the organization and HR through effective training and development



- Effective training and development increases workplace engagement
- Reduce negative working habits and dissatisfaction of employees
- Effective training and development also gives hiring competitive advantage
- It also makes retaining strongIt gives job satisfaction
- It also helps HR for career development and gives confidence
- Reduce the needs of supervision
- Increases motivation level of HR officer
- The ability to interpret and implement a strategy, as well as create an HR strategy that effectively supports the overarching organizational strategy, this will help managers make more impact within the organization and strengthen HR's role as a strategic partner.





“Conduct a personal skills audit for yourself including a SWOT analysis”



Strength

Interpersonal skills and knowledge about the different policies and descriptions of the different roles and responsibilities are included.

Maintaining a positive working environment within my organisation which I do by motivating my employees and helping them with their different queries and helping them in solving the different issues being faced by the employees.

Know how to develop different growth and development strategies for the betterment of the employees.

Performance management and it is one of my greatest strengths.

Providing effective training and development processes for my employees which helps them in developing more effectively.

These different skills help me in developing and creating an effective and innovative working environment within my organisation which helps the employees to be more innovative and creative and enhance their performance.

Opportunities

I can see that this profession will be providing me with many growth and development opportunities in the future.

In which I will be having many better career opportunities in career growth possibilities.

I can turn my strength into opportunities by being a master in my strengths and then later using the same strengths in order to achieve the different posts which I have been planning to achieve in my future.

SWOT

Threats

One of the major threats is that I have to face so much competition within this profession.

As there are so many capable and worthy competitors within this profession as well.

This can impact me by stopping me from achieving the different aims and objectives which I had set for myself. On the other hand, there are many different rules and regulations along with

legislation which impacts my work which can reduce my working interest and can impact the working process as well.

Weaknesses

I need to develop the skills of communication and implementation of the different strategies which are required within the organisation.

Need to improve my knowledge regarding the use of different technological tools which are used within the organisation.

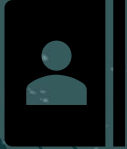
Need to develop the skills of developing more effective growth strategies within the organisation of my employees. I also need to improve

my critical thinking skills so that I can make better decisions for my employees as well as for the betterment of the organisation. Develop my recruiting and staff retention policies in order to make sure that the organisation will have the best-qualified employees which will help in the better development of the organisation. I should also develop some

better HR strategies for better planning and ensuring long-term retention of employees and employee loyalty. After analysing the different weaknesses I have it can be seen that I have some weak points in which I think I need more resources in the training and development process and more technological advancements within the development of strategies and many more. From others' point of view, they think that my development strategies and decision-making process are my major problems or weaknesses. They also pointed out that I lack in implementing different strategies effectively within the organisation.



Administrative Expert



Administrative tasks remain a major part of the HR role. These duties involve areas like employee leave, absence, absence files, the in- and outflow of employees, payroll, and other topics.

Despite the rise of digital HR and the increasing automation of HR tasks, administrative duties haven't disappeared (yet). They are mentioned as an integral part of the job in many of the job postings. This is why being an administrative expert can be a huge benefit for any ambitious HR professional.



Conclusion

- The above report is based on the developing relationships and workplace in which the chosen organisation is Sainsbury in which I have been chosen for the role of an HR officer.
- The report has briefly discussed the different skills, knowledge, and behaviour which are required for an HR officer working within the organisation of Sainsbury. In which the different skills which are required for being an HR officer can have is discussed under which skills as communication, interpersonal skills, and knowledge.
- The following report has also presented a SWOT analysis of my own in which I have discussed the different major skills I have also presented a personal skill audit.
- Then at the end of the report, a critical analysis of the benefits of doing the training and development has been done to the organisation, the individual trainee and me.



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