



UNIVERSITY OF WALES

Trinity Saint David
London



TRAINING AND DEVELOPMENT NEEDS FOR AN HR OFFICE

SHEMEKA WILLIAMS

1913883

BMSW5102

MODAK KOUSHIKI

Contents Page

Introduction.....	3
Equality Diversity.....	4
HR Recruitment Process.....	5,6
Developing and Implement Policies.....	7,8
Administering Payroll and Maintaining Employee Records.....	9
Section 2.....	10
Section 3.....	11
Conclusion.....	12
References.....	13, 14
Appendix B.....	15



Human Resources

Introduction

In this presentation I will be talking HR responsibilities in organisation such as promoting equality, recruiting staff, developing and implementing policies and administering payroll and maintaining employee records, conducting a personal skills audit of myself by referring to my appendix B and what I can offer a organisation as a HR officer with all of what I develop.

Section 1



Equality and diversity can be promoting equality opportunities for everyone and giving each other a chance gain their potential through diversity, free from disadvantage and discrimination. Discrimination Acts in the United Kingdom enforce to help individuals with the same rights without looking at race, gender, sexual orientation and disability etc, some these Act includes Sex Discrimination, Race Relations, Disability Discrimination and Human Rights Act.

Equal opportunities are by understanding that all individuals are treated the same without judgements base on their stereotypes.

In workplace in diverse offer a wide rage of opportunities such as skills, resources and ideas for company to have an aggressive edge.

Some equality and diversity policies in company that make sure employers stay on the right side of the law are female and male jobs the same, age when both persons can perform the same task and giving promotion by looking at gender, age and disability etc. and this referred to both employer and employees.

HR Recruitment Process

- ❖ Developing job descriptions and person specification
- ❖ Preparing job adverts
- ❖ Checking application forms
- ❖ Shortlisting
- ❖ Interviewing and selecting candidates



When a company is doing a recruitment the Human Resources department is responsible for the process which involve all these steps, developing job descriptions is to describe the main responsibilities and duties of the role in the first part listed by the recruiter in one short paragraph and the second part lists the main duties and responsibilities of the role. The person specification is where the individual lists their qualification, knowledge, skills, abilities, competencies, experience and personal attributes required for the job.

Job advertising is a in introduction of the company, a short description of the position with details around the job title, the technical and behavioral skills required and start and end date of the application.

When Human Resources are checking application they look for determining your criteria and developing a screening chart.

When doing short listing is by been objective, equality and diversity, fairness, do not add further criteria and recruitment experience.

Interviewing and selecting a candidate there are different types of interview which are face to face, telephone and group this is when they are asked question base on the information on the application form and base on the interview candidates may be selected.

Developing and Implementing Policies

- ❖ Performance Management
- ❖ Equal Opportunities
- ❖ Disciplinary Procedures
- ❖ Absence Management

Performance management is appraisal meeting or self-evaluation which track employee goals, accomplishment and improvements which is not a process of performance management.

Organisation must ensure policy wording is very clear and accurate to understand what they are committing to some of these may include monitoring and review, how complaints are dealt with, how the policy is implemented and who is responsible for these and who the policy is scope etc.

When doing a disciplinary procedures there are some process that can be taking when doing so, but it also depends on that act done sometimes a disciplinary will not be needed, if these process is carry out the steps taking will be an initial notification which will be done in a communication verbally in a one-on-one meeting, the second warning is when the manager let the employee aware of their behavior and will be giving a written warning with a timeline on it, and the chance warning is when a manager gives the employee a performance improvement plan with all the agreement that was kept by the employee then notify them that they fail to meet the standard which then lead to termination.

Absence management is reducing employee absenteeism by the policies and procedures these absences are by illness or injury the policies need to be communicate with both employees and managers, absent cost the company financially and set back of staffing, company have ways in which to follow when dealing with absence management policies, absence management data and managing absence.

❖ Administering Payroll and Maintaining Employee Records

By keeping an employee records accurate and up to date is good for business especially when needed for the end of year submission for the tax year, try and provide a quarterly statement for your payroll about employees details, one of the best way to keep tack is be a bookkeeping system where you document the pay rate, hourly or salaried, payroll deduction, name and NI number etc,

Section 2

- ❖ Conducting a personal skills audit for myself referring to the appendix below

In the appendix B below it show the rate of experience that I have as a Human Resource officer, the area that am good at and also make me aware of poor area which need improving on ,along with section one knowledge, skills and behaviours that I need training and development in would be preparing job adverts, administering payroll and maintaining employee records these include using a HR software and in those area I have little are no experience all other listed I see myself able to do them, (see appendix below).

Section 3

As a Human Resource officer employed by Tesco base on my training and development I believe I can carry out the company policy and guideline, the discrimination Acts relating to staff and despise of my knowledge of HR software I can surly adapt easily, referring myself to the Holland's model I am more realistic, artistic, social and conventional person.

Conclusion

Hopefully, my presentation gives you a better understanding of Human Resource knowledge, skills and behaviours across the department, the responsibilities needed and to carry out, an understanding of my appendix B which show you my experience skills rating from very good to little or no experience, in section 3 a critically assess of my Human Resource training and development approach.

References

Betterteam, (2021). [online] available at:

<https://www.betterteam.com/hr-assistant-job-description>

[accessed 04.05.21]

BizmerlinHR, (2018). [online] available at:

<https://www.bizmerlin.com/must-maintain-employee-records-the-what-and-why/>

[accessed 04.05.21]

Heathfield, S, (2020). [online] available at:

<https://www.thebalancecareers.com/job-specification-sample-human-resources-director-1918559>

[accessed 04.05.21]

Trainhub, (2018). [online] available at:

<http://www.tutorcare.co.uk/traininghub/equality-and-diversity-in-the-workplace>

[accessed 04.05.21]

Weeks, T, (2017). [online] available at:

<https://healthandsafetyhandbook.com.au/bulletin/step-by-step-how-to-implement-effective-policies-and-procedures/>

[accessed 04.05.21]

Personal Skills Audit**Name:** Shemeka Williams**Job role:** Human Resource Officer

Please tick as appropriate to indicate how you would rate your skills in relation to the following work / functional areas.

	Very good	Good	Adequate	Little or no experience
Information Technology				
Use Microsoft Office Word		-		
Use Excel spreadsheet			-	
Use a Database			-	
Use specialist HR software				-
Use the internet	-			
Use e-mail	-			
Use PowerPoint			-	
Communication Skills				
Drafting contracts of employment			-	
Taking notes of disciplinary hearings			-	
Write reports		-		
Produce material to support presentations		-		
Delivering a training session		-		
Resolving disputes/complaints		-		
Interviewing		-		
Advising on HR issues			-	
Problem solving skills				
Make good use of verbal reasoning skills, able to handle complex data and make selective use of information		-		

Explore more than one solution in order to solve a problem		-		
Consider the ideas of others to help solve problems		-		

Supervisory Management

How much experience have you had in your role?	☐ < 1 month	1-3 months	> 3 months
			-
How many people have you managed at any one time?	☐ None	1-5	Above 5
	-		

I declare that the information given in this form is true

Signed	S Williams
Date	03/05/21