

A low-angle, upward-looking photograph of several modern skyscrapers. The buildings are constructed with glass and steel, featuring repetitive window patterns and architectural details. They converge towards the top of the frame against a clear, light blue sky. The perspective creates a sense of height and scale.

Developing Relationships and Workplace Achievements

BMSW5102

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Introduction

- The presentation will cover department-wide KSB for HR.
- Embraces personal skills audit, and SWOT analysis, and evaluates benefits of HR officer development through training.

HR Officer Responsibilities

- Employment Law
- Policy Development and Implementation
- Recruitment and Selection



- Compensation and Benefits
- HR Planning and Strategy

Continue...



- Consultancy Skills
- Communication and Relationship Building
- Recruitment Skills
- Policy Development and Implementation
- Problem-solving and Decision-Making

Continue...

- Promoting Equality and Diversity
- Adaptability
- Confidentiality and Integrity
- Collaboration and Teamwork
- Proactive Approach



Personal Audit

Name
Job role: Human Resource Officer

⛶ Please tick as appropriate to indicate how you would rate your skills in 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	✓			

	Very good	Good	Adequate	Little or no experience
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	✓			

	Very good	Good	Adequate	Little or no experience
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Problem-solving skills

Make good use of verbal reasoning skills, able to handle complex data and make selective use of information		✓		
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Explore more than one solution in order to solve a problem		✓		
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Consider the ideas of others to help solve problems		✓		
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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	
Date	

SWOT Analysis and Training and Development Needs for HR Professionals

SWOT Analysis

Strengths	Weaknesses
• Detailed knowledge of employment law and proficient policy formulation and implementation. • The ability to recruit, write job descriptions, and bargain for payment.	• Inefficient use of technology in HR processes. • Inadequate specialization in some industry-specific areas, and the need to update policy to comply with industry standards (Benzaghta et. al., 2021).
Opportunities	Threats
• Opportunity for skills enhancement for the new emerging areas such as remote work policy, digital onboarding and data analytics. • Enhancement of organisational culture through emphasizing diversity and inclusiveness and the use of technology for efficient HR processing.	• External threats include the changing legislation and competition for talent that affects good recruitment and management of talent. • Internal threats emanate from the idea that HR is a cost center, and the possibility of poor management of HR issues.

Training and Development Needs:

- Technology Integration
- Policy Development
- Data Analytics
- Specialization
- Communication and Negotiation

Potential Benefits of Developing an HR Officer at Rio Tinto through Training and Development



- Enhanced Skill Set
- Increased Productivity
- Adaptation to Industry Trends

Continue...

- Effective Employee Relations
- Risk Mitigation and Compliance
- Strategic HR Planning
- Talent Acquisition and Management



Conclusion

- Underlines key HR competencies, personal skills audit, and SWOT analysis for targeted development.
- Enhanced skills, increased productivity, and strategic contributions through effective training at Rio Tinto.



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Appendices

Appendix A

Responsibilities of HR Officer

Knowledge:

- Employment Law
- Policy Development and Implementation
- Recruitment and Selection
- Compensation and Benefits
- HR Planning and Strategy

Skills:

- Consultancy Skills
- Communication and Relationship Building
- Recruitment Skills
- Policy Development and Implementation
- Problem-solving and Decision-Making

Behaviour:

- Promoting Equality and Diversity
- Adaptability
- Confidentiality and Integrity
- Collaboration and Teamwork
- Proactive Approach

Appendix B

Strengths	Weaknesses
• Detailed knowledge of employment law and proficient policy formulation and implementation. • The ability to recruit, write job descriptions, and bargain for payment.	• Inefficient use of technology in HR processes. • Inadequate specialization in some industry-specific areas, and the need to update policy to comply with industry standards (Benzaghta et. al., 2021).
Opportunities	Threats
• Opportunity for skills enhancement for the new emerging areas such as remote work policy, digital onboarding and data analytics. • Enhancement of organisational culture through emphasizing diversity and inclusiveness and the use of technology for efficient HR processing.	• External threats include the changing legislation and competition for talent that affects good recruitment and management of talent. • Internal threats emanate from the idea that HR is a cost center, and the possibility of poor management of HR issues.

Appendix C

Name
Job role: Human Resource Officer

Please tick as appropriate to indicate how you would rate your skills in 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	✓			

	Very good	Good	Adequate	Little or no experience
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	✓			
	Very good	Good	Adequate	Little or no experience

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 ✓	

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Signed	
Date	