



| NSW Department of Education

Human Resources Professional

Human resources professionals make employee welfare and happiness a matter of priority. They plan, implement, and evaluate staff recruitment, resolve workplace disputes and oversee pay and conditions of employment.

What human resources professionals do

Each company has its own culture encompassing the values, visions and ideals of the people who work together. Human resources staff develop and manage their company's culture. They recruit new employees, maintain benefits and payroll, develop employee rights and relations, mediate conflict, manage health and safety, and run training and development. Their role is core to a company's success.

Human resources not only understand their organisation's priorities and challenges, but they can influence its future, based on the employment decisions they make.

They also play a strategic role in developing policies, processes and practices to improve the overall organisation as well as its individual employees. Whether it's conducting job interviews, providing a first-day tour for new employees or conducting internal training, they are constantly interacting with people. They also prepare employee-related paperwork such as contracts, certificates and benefits, and mentor and guide employees towards achieving their full potential.

Will I get a job?

This is a large employment area, expected to grow moderately to 66,800 jobs in Australia by 2022.

What will I earn?

\$1,101 to \$1,350 median full-time weekly salary (before tax, excluding super).

You'll like this job if...

You're a people person. You focus on possibilities and the big picture. You're sensitive and cooperative. You see patterns, value innovation and seek creative solutions. You make decisions based on your personal values and how others will be affected by your actions. You're organised and prepared. You're an excellent communicator.

A day in the life...

Work as a human resources professional may involve these tasks:

- record job vacancy information from employers such as job description, wages and conditions of employment
- arrange job vacancy advertising and provide information on job vacancies to employers and job seekers
- interview and test applicants, selecting staff
- undertake negotiations on terms and conditions of employment
- arrange staff induction and provide information on conditions of service, salaries and promotional opportunities
- maintain personnel records
- provide advice to management on workplace relations policies and procedures, staff performance and disciplinary matters
- examine and resolve disputes and grievances
- study and interpret legislation, awards, collective agreements and dispute settlement procedures
- develop, plan and formulate enterprise agreements or collective contracts
- oversee workplace committees and employee participation initiatives.

VET qualifications

The following government-subsidised qualifications are available in NSW:

Diploma of Human Resources Management (BSB50618)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 88.6%*



To find out more regarding these related jobs, visit education.nsw.gov.au/job-guides.

Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. *Approximately 6 months after they completed VET.

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Roles to look for

- Human resource adviser
- Human resource consultant
- Personnel officer
- Industrial relations officer
- Recruitment consultant
- Employment consultant

Main employing industries

- Administrative and support services
- Government and councils

Other jobs you may like...

- Human resources clerk