

# Human Resource Managers

Human resource managers, plan, direct and coordinate policies concerning the personnel and industrial relations of an enterprise or organisation, or of enterprises that provide human resource services to other enterprises and organisations.

Tasks include:

- planning, directing and coordinating the personnel and industrial relations activities, policies and practices of an enterprise or organisation
- planning and organising procedures for recruitment, training, promotion, determination of wage structures and negotiations about wages, liaison and consultation with workers and related personnel matters
- establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- establishing and directing operational and administrative procedures
- overseeing the development and implementation of management information systems

**Learn more about the Technical Skills & Generic Skills for this occupation in the next few pages.**

## Technical Skills

Benefits Management  
Business Acumen  
Career Coaching  
Career Framework Design  
Compensation Management  
Competency Framework Development  
Conduct and Behaviour Management  
Contingent Workforce Management  
Data Collection and Preparation  
Data Governance  
Diversity and Inclusion Management  
Employee Communication Management  
Employee Engagement Management  
Employee Mobility Management  
Employee Relationship Management  
Employer Branding  
Executive Remuneration Management  
Health and Wellness Programme Management  
Human Resource Advisory  
Human Resource Analytics and Insights  
Human Resource Digitalisation  
Human Resource Policies and Legislation  
Framework Management  
Human Resource Practices Implementation  
Human Resource Service Quality Management  
Human Resource Strategy Formulation  
Industry Networking

Involuntary Exit Management  
Job Analysis and Evaluation  
Labour Relations Management  
Leadership Development  
Learning and Development Programme  
Management  
Learning Needs Analysis  
Onboarding  
Operational Excellence  
Organisational Culture Development  
Organisational Design  
Organisational Diagnosis  
Organisational Event Management  
Organisational Strategy Development  
Performance Management  
Project Management  
Recruitment Channel Management  
Retirement and Re-employment Management  
Risk Management  
Selection Management  
Skills Framework Adoption  
Stakeholder Engagement and Management  
Strategic Workforce Planning  
Succession Planning  
Talent Capability Assessment  
Talent Management  
Technology Integration  
Total Rewards Philosophy Development  
Voluntary Exit Management  
Workplace Optimisation

## **Generic Skills**

Communication

Creative Thinking

Decision Making

Developing People

Global Mindset

Interpersonal Skills

Leadership

Managing Diversity

Problem Solving

Resource Management

Sense Making

Service Orientation