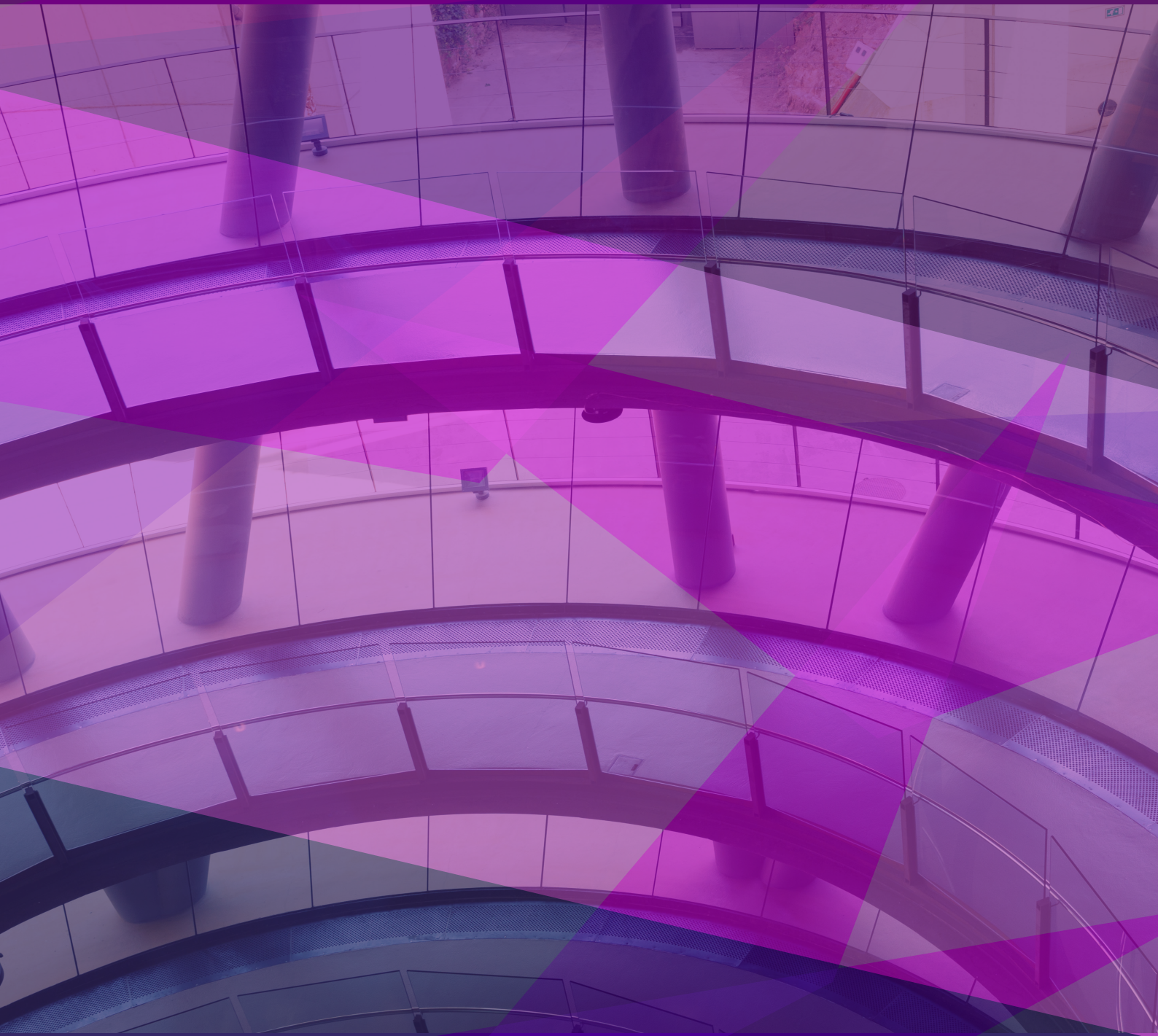


HOW TO KICKSTART YOUR CAREER IN HUMAN RESOURCES



“ The HR function exists as a partner to the rest of the organisation to support the achievement of business strategy. ”

The HR role has changed considerably over the last decade or so. The role used to be all about personnel - organising the weekly pay run, scheduling and keeping a record of sick leave taken, annual leave accrued and taken and dealing with employee questions about their employment and conditions and so on. It was far more of an administrative role than it is nowadays.

These days, the HR function exists as a partner to the rest of the organisation to support the achievement of business strategy.

HR Business Professionals need to have strong business acumen along with an interest in business performance (profits, growth, sustainability etc.). It is also much more strategic in its outlook.

With organisations becoming increasingly aware of the need to attract and retain the best people for their workforce, along with the somewhat complex nature of employee welfare and employment law, **employers are constantly seeking skilled additions to their HR team.**

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ARE YOU THINKING OF A CAREER IN HR ?

We've done the research for you and there's little doubt that the HR profession is the one to be in both here in Australia and globally.

- ▶ JobOutlook shows salaries ranging from an average of **\$60,000** at an HR Officer level, up to an average of **\$98,000** for Human Resources Manager positions while Hudson Human Resources estimated HR Directors' salaries to reach as high as **\$350,000**.
- ▶ CNN Money website ranks the HR Manager as **fourth** in its list of best jobs in the United States, based on the high level of flexibility and creativity, and manageable levels of difficulty and stress.
- ▶ US Bureau of Labour Statistics predicts a significantly **higher-than-average** growth rate for HR jobs in the entry and specialist levels through to 2020.
- ▶ The United Kingdom's official graduate careers website⁶ says that **opportunities exist all over the UK** to work in the fast-paced recruitment and HR industries.
- ▶ Domestically, JobOutlook also predicts **strong job growth** with the Government's Department of Employment releasing a report citing up to a **12.6%** 5-year forecasted job growth for HR Managers.

HR is the career to be in for solid job growth, higher than average salaries and career opportunities globally but, just what is HR?



\$88,282

Median wage for Human Resources Managers



13,707

Jobs listed for Human Resources workers last month



12.6%

Job growth forecasted for next five years

REASONS WHY PEOPLE CHOOSE A CAREER IN HR

We've narrowed down some of the reasons why driven, dynamic and capable people are choosing careers in Human Resources

- ✓ To assist in the development of the organisation's employees
- ✓ To develop policies & influence strategic business decisions
- ✓ To champion and foster positive employee relationships and culture
- ✓ To plan a workforce that will promote growth and lead to success
- ✓ To assist employees solve problems and find the information they need
- ✓ To work with all sorts of people and find and tailor solutions to individuals
- ✓ To analyse data collected to craft effective workplace policies
- ✓ To help shape an organisation's workforce

“ for many organisations [...] their employees are their only true competitive advantage. ”

A business is only as good as its employees, and an organisation's employees are only as good as their HR team.

This focus on employee engagement and holistic workforce planning is becoming far more urgent and (for many organisations) critical to their very business survival as, for many organisations in Australia today, their employees are their only true competitive advantage.

This means that the role of Human Resources Management has also become much more important and essential to business survival and growth. The function of workforce planning is now an essential strategic

practice that aims to develop a skilled, flexible and sustainable workforce. Skilled HR Professionals are able to attract and retain the most talented employees who will, in turn have a direct impact on the organisation's growth and future success. With more and more businesses running on a global platform, the mix of employees an organisation has can make or break them.

While there are many more specialist roles in HR, including employer branding, HR business partner or strategic HRM and change management, most generalist HR positions will require you to get involved in multiple functions such as recruitment and selection, training and development, employee relations, contracts of employment, complaints and grievances, employee rights, appraisals, and health and safety.

JOBS AVAILABLE WITHIN A CAREER IN HR

The world of Human Resources allows multiple opportunities for variety and career progression. We've found the opportunities & salaries you can expect with an HR career.



55k - 70k

HR ASSISTANT OR HR ADMINISTRATOR

This is an entry level position acting as the first point of contact for all HR-related queries and handling all personnel-related paperwork and documentation, such as employment contracts.



60k - 90k

HR OFFICER

This role generally has responsibilities in recruitment, payroll, training, induction, sickness and absence tracking, disciplinary and grievance procedures, redundancy settlements, equal opportunities and establishing staff support systems.



70k - 130k

RECRUITMENT/TRAINING OFFICER

These roles cover arranging the advertisement of new vacancies, analysing/shortlisting applicants and arranging job interviews through to training processes including identifying requirements and designing and implementing programs for individual or groups.



130k - 200k

HR MANAGER

This is usually a more strategic role involving a range of policies, processes and practices relating to the overall business needs of the organisation. This role contributes to the strategic planning processes of the organisation and often produces the supporting HR Plan. The HR Manager is usually involved with overseeing others in the HR team and the delivery of their responsibilities in addition to employee welfare, salary reviews, and employment law.



190k - 350k

HR DIRECTOR

As a member of the organisation's executive management team this is a hands on role developing strategy and future directions of the company. Responsibilities include managing and controlling the departmental budgets, championing contemporary HR development theory and methods, implementing new techniques and processes to maintain competitive edge. These days the HR Director is very focused on business and HR related metrics aimed at increasing productivity, innovation and employee engagement.

SKILL SETS REQUIRED TO BECOME AN HR PROFESSIONAL

Human Resources is about more than getting along with people and helping them out. In order to be a successful HR professional, you'll need some important hands on skills.

In order to start a career in HR, you will need to show first class **communication and interpersonal skills** as the majority of the role will be people orientated.

“ you must [...] be as comfortable talking to the CEO as you would be talking to the intern. ”

This means that you will deal with people at all levels within an organisation so must be able to show your adaptability and be as comfortable talking to the CEO as you would be talking to the intern.

Organisational skills and flexibility is also a must in order to deal with a busy and unpredictable workload. It's a dynamic, changeable role that means you need to be good at juggling and adapting – so **prioritising and scheduling** skills are critical.

One of the most difficult aspects of the job to get your head around is that, often, the HR team effectively sits outside of any management hierarchy and so must work collaboratively with others in the organisation. HR Professionals must become very skilled in **communication, persuasion and influencing** others to make positive changes.

Directed, purposeful discussion, **collaboration and negotiation** are all skills you need plenty of, as HR is often called

SKILLS CHECKLIST

- Communication
- Organisation & Prioritisation
- Report Writing
- Strategic/Operational Planning
- Policy/Process Development
- Time Management
- Empathy & Interpersonal Skills
- Confidence
- Adaptability

upon to settle disputes, manage conflict and negotiate outcomes that are acceptable to all parties and to the organisation itself.

HR Professionals also need to have a strong and focused business and professional **work ethic** as you must be **trustworthy** and handle personal and confidential information.

All HR Professionals must be able to **write and follow policies and procedures** in line with internal and external changes in processes, regulations and legislation.

Finally, promoting a balanced and skilled workforce is a must, so having the ability to **train and coach** others either one on one or in small groups is an essential skill set for all HR Professionals as well as the ability to recognise and satisfy workforce demands to meet service delivery needs.

GETTING STARTED IN YOUR HR CAREER

Getting qualified means getting ahead. The College for Adult Learning's nationally accredited HR courses provide essential prerequisite skills and knowledge for those commencing or expanding their careers in HR.

GETTING QUALIFIED

BSB40420 Certificate IV in Human Resource Management: The ideal entry point for your new career in HR is the College for Adult Learning's nationally accredited Certificate IV qualification as it provides essential prerequisite HR skills and knowledge for those commencing their career in HR.

With a Certificate IV in Human Resource Management, you'll be able to support the learning and development of teams and individuals, as well as supporting the business's human resources department with essential business administration functions. You will develop the skills you need to undertake small HR projects and manage operational functions like processing payroll using different systems.

- ✓ GREAT STARTING POINT
- ✓ NO ENTRY REQUIREMENTS
- ✓ GIVES YOU A NATIONALLY RECOGNISED CERTIFICATE IV [>> PATHWAY TO DIPLOMA](#)

BSB50320 Diploma of Human Resource Management: Great for formalising industry experience and enhancing HR skills. The College for Adult Learning's program is comprehensive, well-respected and nationally recognised, giving you all the tools you need to expand your HR career.

The HR Diploma will allow you to develop your skills in people management, risk management, communication and work health and safety. Prove you have what it takes to ensure teams are operating effectively and the workforce is continually developing to meet the strategic needs of your organisation.

Formal entry requirements for this course state you must have either completed the required units or have two years of full-time work experience. We do offer a Pathway Package if do not have the entry requirement units.

- ✓ IDEAL FOR EXPANDING SKILLS AND KNOWLEDGE
- ✓ FORMAL ENTRY REQUIREMENTS (CHECK CAL WEBSITE FOR MORE INFORMATION)
- ✓ GIVES YOU A NATIONALLY RECOGNISED DIPLOMA [>> PATHWAY TO HIGHER EDUCATION](#)

ABOUT CAL

The College for Adult Learning, RTO #22228, was established and has been a Registered Training Organisation (RTO) since 2009.

CAL was established and is now run by three senior executives from the TAFE/University sector who wanted to provide a custom designed learning environment for experienced, mature adults.

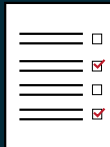
WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much one-on-one support as you want and when you need it!

Expert and up-to-date content that is purposefully developed to be future-focused, rich in current workplace topics that are practical and relevant to your career.




We take the time to understand you and your level of experience. Your team is familiar with your CV, your goals and your unique needs.

Tutors who have real-world experience who will support you to reach your dream career.



Ready to take your HR career to the next level?

APPLY TO ENROL TODAY

 1300 907 870

APPLY NOW