

The Functions of Human Resource Department

Mission

- The Mission of Human Resource Department is 'To recruit, develop, and manage the human resources for outstanding performance'.

Role of Human Resource Department

- Providing HR related consultancy and advisory services to line managers given that every manager is a human resource manager.
- The HR department manages the employment contract by:
 - ✓ Ensuring the conditions of a contract are fulfilled i.e offer, acceptance and consideration.
 - ✓ Ensuring principles of natural justice are adhered to. i.e One can only be disciplined if he/she breeches a regulation, policy etc. One should be allowed to defend himself, no person should judge in his own cause.
 - ✓ Ensuring terms and conditions of service are in place and followed eg. To terminate service, due notice is given or payment in lieu of notice is made.
 - ✓ When HR department faces legal challenges, it consults the Legal Department.

Nature of Human Resource Management

- Have moved from Personnel Management to Human Resource Management.
- HRM is the acquisition of people with requisite knowledge, skills, attitudes and competencies and managing them in a manner that leads to the achievement of organisational goals.

Human Resource Strategy

- Take into account corporate strategy.
- Derive a strategy that provides human resource needed to operationalise corporate strategy

Organisation Strategy

- Strategic management has four elements: goal setting, strategy formulation, strategy implementation and strategy control.
- Strategy direction i.e. corporate vision, strategic goals, strategy.

- Policy Human Resource strategy is a central philosophy of the way that people in the organisation should be managed. y is a guideline for decision making.
- It requires consistent and mutually reinforcing policies in all areas of human resource management.
- It usually involves descriptions of required employee behaviour and sometimes of the culture of the organisation.
- Human Resource strategy themes currently centre around quality, customer orientation, flexibility, commitment, involvement, leadership, team working and continuous learning.

Human Resource Planning

- Determine the HR needed in an organisation.
- Assess the HR that are in the organisation.
- Determine the shortfall in HR.
- Make a plan for covering the HR shortfall.
- Human Resource planning activities are all interdependent & continuous
- It deals with people; therefore planners need to plan for what is acceptable and feasible.
- The plans cover areas such as people supply, utilisation, communications, training and development.
- It also covers performance, appraisal, organisation, rewards, employee relations and many others.