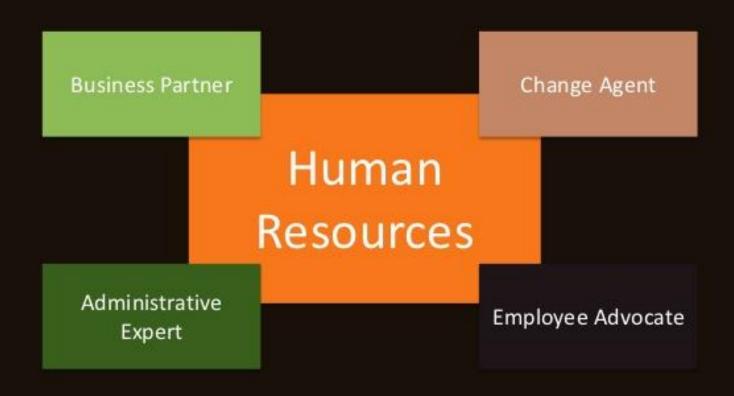
# Role and Responsibilites of a HR Manager

### **Human Resources**

- Today, HR plays a role of the important business partner, which has a significant impact on the business performance.
- Human Resources does not support business functions, but it takes over the ownership and leadership of change management projects.
- HR introduces policies and practices focused on the increase of the performance of employees, maintaining the high level of employees' satisfaction, and designing the unique corporate culture.
- HR leads and manages projects resulting in building the competitive advantage.

### Dave Ulrich: HR Model



### Drive Performance

#### **Business Partner:**

- Key HR Role in the modern organization
- Builds, maintain and develop the relationship with managers and employees
- Single Point of Contact for the management
- Shares goals with business leaders and takes ownership of the strategic HR agenda
- Drives employee and performance related agenda

#### **Change Agent:**

- Leads complex projects and initiatives with the aim to change the corporate culture.
- Engages employees and manages the change management process.
- Plans and executes programs for employees to ease and speed up the adaptation.
- Acts as the contributing project team member, who is responsible for the people agenda.

# **Engage Employees**

#### Administrative Expert:

- Implements modern HR Processes
- Monitors, analyzes and implements all regulatory changes
- Implements the measurement system, which provides information about the day-to-day performance of Human Resources Department
- Implements all necessary processes and changes resulting from the legal framework
- Reduces the HR administration

#### **Employee Advocate:**

- Protects and acts in the name of employees
- Conducts regular opinion surveys as emotions and feelings of employees are fully recorded
- Introduces and maintains the grievance process
- Recommends and implements best approaches in change management projects
- Defines clear job profiles and systems of Roles and Responsibilities

# Key HR Responsibilities

- Drive strategic workforce planning
- Set simple and performance driven compensation strategies and compensation policies
- Identify rich recruitment sources and utilize the full recruitment potential of the organization
- Develop top talents and focus the investment of training funds
- Build the friendly corporate culture and drive the engagement of all employees
- Build direct communication channels and support honest and quick information flow
- Build the environment, which recognizes top talents and top performers
- Support employees' innovation