

# Role and Responsibilities 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**