



A Systematic Review Of Human Resource Management Systems And Their Responsibilities

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ABSTRACT

A professional who prepares for new hiring, conducts interviews, and recruits them in order to establish a healthy working environment where everyone has the opportunity to thrive is known as a human resource manager. They communicate with leaders on strategic problems that affect all levels of management as part of their attempts to create long-term change in their company or organisation. These concerns impact all levels of management.

1. INTRODUCTION

Using this HR Manager job description template, you can quickly and easily advertise open positions on job boards or careers sites on the internet. Create a customised HR manager job description based on your company's specific requirements by editing this example. There are a lot of tasks that fall within the purview of human resources (HR). The HR manager's role is critical to the company's success. Maintaining and developing policies, rules and regulations for a more productive workplace are among the tasks of the human resources department.

The HR manager's position in a business is critical because of HR manager duties and all of the HR disciplines. The first is to supervise employee work and handle employee issues. HR managers answer to the director or a higher-ranking HR official. Employees in a business should seek the counsel of the HR manager for assistance.

One of the responsibilities of an HR manager is to provide guidance on remuneration and benefits. As a mediator between the company's employees and its management, the HR manager plays a key role. New recruit orientation and professional development training are the responsibilities of the HR manager.

The first step in establishing an HR department is to gather information about the company's compliance difficulties. Wages and hours worked are the most fundamental of these, as are employee classification and leaves, as well as additional absences like as harassment. Outsourcing and payroll are handled by the HR department. The HR department is necessary for companies with more than 50 workers.

The obligations and duties of human resources To outline the policies of the human resources department, the corporation uses a PDF document.

1.1 Employee recruitment and selection are two of HR's primary duties

The HR department handles compensation and benefits, employee relations, such as labour agreements, Performance management insurance, time off benefits, flexible benefits, retirement plans, and employee support programmes.

The HR department is in charge of handling things like employee pay checks and personal records.

Onboarding new employees, staff development, technical and safety, leadership, tuition reimbursement, and career planning are just some of the responsibilities that go along with having a new member on your team.

The firm's announcements and promotions are disseminated to employees through the HR department.

Internal communications, including rules and processes, and management development, are handled by the HR department.

1.2 HR Manager responsibilities include:

- Working with the overall company plan, The HR department is in charge of formulating and implementing human resources plans and initiatives that are in line with the company's overall goals.
- In charge of coordinating the hiring and selection process

2. HR MANAGER

Personnel rules and procedures, payroll, and recognition and incentive programmes are all within the purview of HR's HR Manager. Also included in the HR Manager's duties is the recruitment and selection of new personnel; the creation of training and development programmes for all of the company's employees.

HR Managers serve as a one-stop shop for all things employee-related in our organisation. As an HR Manager, you'll be in charge of overseeing a wide range of responsibilities, including the creation of new positions, recruiting new employees, maintaining good employee relations, tracking performance, and providing ongoing growth opportunities. The success of a firm is dependent on the efforts of the HR manager. This is your job, therefore we can count on you to ensure that our workplace is a pleasant and productive environment where we can all work together toward our goals. Essential to a manager's duty is promoting the company's values and fostering a healthy work environment, which is part of their job description.

2.1 Responsibilities

- Assist management in bridging relations between them and their employees by addressing issues such as complaints and demands;
- Manage the hiring process;
- Assist in the development, mobilisation, engagement, as well as the preservation of human capital in order to meet current and future business demands.

- A human resources manager is responsible for overseeing and implementing overall human resources strategies and systems, tactics, and
- procedures within an organisation, as well as cultivating a fostering a high-performance work atmosphere and monitoring an effective performance evaluation system.
- It is also the HR manager's job to determine the company's training requirements, implement training programmes, and evaluate their effectiveness.

2.2 Requirements and skills

- Demonstrated experience with HR metrics
- Knowledge of HR systems and databases
- Ability to architect strategy and leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In Bachelor's degree in Human Resources or a similar subject
- In-depth understanding of labour law and HR best practises

3. ROLE OF HR MANAGER IN AN ORGANISATION

3.1 Top 18 Critical HR Manager Roles for Achieving Organizational Goals

HR managers are critical to attaining business objectives. They're accountable for getting the job done and making sure the company succeeds. As a consequence, any business cannot function without human resources. An organization's human resources manager is just as critical as any other member of the workforce in terms of ensuring that the correct number and kind of employees are available when needed, as well as inspiring, preparing, and developing those employees to meet their full potential. When it comes to human resources management, a human resource manager serves as a mentor, a mentor, a mentor, and a mentor all at the same time. HR professionals have a wide range of duties, from long-term strategic to short-term operational, with actions spanning from managing processes to managing people. Human resource managers play an important role in the success of their organisations and the people who work there.

3.2 The following is a summary of the HR manager's responsibilities:

1. Advisory Role:

As an HR manager, your primary role is to give strategic counsel to the organization's top executives about human resource management and development. Consider the company's long-term objectives and the company's vision while developing HR policy and processes that might affect employees' perceptions in a positive way and aid in the dynamic transformation process.

2. Pro-Acting Role:

It is the HR manager's job to identify the potential areas of conflict in order to identify the variables that may lead to issues in the future, to anticipate how much loss may occur, and to take corrective steps in advance by building an organisational culture, environment, and processes and methods to prevent the loss.

3. Welfare Role:

The HR manager has the duty to safeguard the health and safety of all workers, including those in the workplace and their families. As one of his primary duties, he is in charge of setting up resources for the benefit of the company's workers.

4. Developmental Role:

In order to help the firm achieve its objectives, the HR manager works to develop employees' knowledge, skills and talents as well as their attitudes and values. In order for a company to be dynamic, it has to have dynamic personnel, and this can only be achieved if all of the potential growth and development areas are strengthened. Employees' growth and development establishing and enforcing HR rules on matters such as employee education and development falls within the purview of HR managers, counselling, and other topics.

5. Mediator's Role:

The role of an HR manager is to serve as a go-between between labour unions and upper management in the resolution of labour issues. He takes charge of resolving issues using the collective bargaining/bipartite negotiating method.

6. Social Upliftment Role:

Organizing is an essential component of life in the modern world. In order to be a responsible member of society, one must take the essential steps, such as developing producing employment, developing educational facilities, providing medical services, and improving infrastructure. It is the responsibility of HR executives to ensure that society's people are provided with HR policies that are both fair and effective.

7. Counsellor's Role:

Because of their lack of knowledge and training, many employees are unable to make informed decisions on personal matters like their children's schooling, medical care, their marriage, or other familial issues. Because of the nature of his job, the HR manager is in close proximity to the employees, which fosters mutual understanding and allows him to provide advice and point them in the correct path.

8. Spokesperson Role:

For example, when it comes to resolving industrial disputes, an HR executive serves as a spokesman for the firm and acts as an advocate for the company's interests. He also serves as a spokesman of the employees when they are nonunionized/unorganized and

are unable to speak for themselves in front of the company's executives. There are times when it's necessary for the HR manager to present their concerns, difficulties, and demands to the company's senior management.

9. Motivator's Role:

One of the HR manager's duties is to encourage workers to work toward their own and the company's objectives. The HR manager plays this function by developing incentive programmes. The objective of the HR manager is to foster an environment of mutual understanding, mutual trust, and mutual confidence among the company's workers.

10. Procurer's Role:

This helps businesses run smoothly, effectively and efficiently and to achieve their goals. HR managers aid in acquiring the necessary number and kind of employees in a timely manner to accomplish these goals. Helps establish dynamic recruitment strategies, designs and develops test/interview methods and develops selection procedures adapted to individual and organisational requirements in order to find the right candidates for the post. As long as the employees are happy with their jobs, he conducts a trouble-free procurement process.

11. Change Agent Role:

To meet the needs and expectations of the organisation in a changing environment, workers must change their attitudes, beliefs, physical appearance, and values. The only way a business can thrive in today's competitive environment is if its employees can quickly adjust to new conditions. Workers are convinced that they need to modify their attitudes and beliefs in order to embrace a new job by HR executives who have established good human relations. This is further supported by the introduction of TQM concepts, quality circles, etc.

12. Maintenance Role:

It is crucial for HR managers to provide appealing remuneration packages and implement social security as well as other forms of compensation are all part of the reward management process plans in order to keep the company's dynamic, great, and highly qualified staff. With the help of the HR manager, appropriate policies, programmes, and procedures are devised and implemented in order to help people grow and develop.

3.3 What does human resources do?

An employee's definition of the HR department will focus on Human resources violations, layoffs and firings are among the most unpleasant aspects of employment. Workers, on the other hand, benefit from human resources. For many people, it is an essential part of their lives.

Here are some of the day-to-day activities that your HR department is involved in.

1. Recruit candidates

In order to fill new positions, HR must be aware of the demands of the business and make sure those needs are met throughout the recruitment process. Only thorough market research and communication with key stakeholders will suffice if you advertise on Indeed, and keep an eye on your budget.

As soon as the position is listed, more research is needed to ensure that the best applicants are being sourced and presented. It takes time and money to fill a position with a new person. While the right individual may revitalise a firm, the wrong one can entirely derail it.

2. Hire the right employees

In addition to conducting interviews, HR is also responsible for implementing recruitment strategies, and welcome new employees into the company. All of the appropriate paperwork for the hiring process must be completed, and they must ensure that everything runs well from the start.

3. Process payroll

Payroll is a separate beast. Taxes and hours must be accounted for on every pay day. Pay rises and bonuses should also be included in the compensation package. If you think doing your taxes once a year is a hassle, just imagine what it must be like to work in human resources and ensure that taxes are deducted correctly on a regular basis.

4. Conduct disciplinary actions

Because of this, HR has a negative reputation. Disciplinary measures, if handled incorrectly, may result in the termination of a key employee and possibly lawsuit or a tarnished image. The right kind of disciplinary action, on the other hand, may help a worker succeed.

People management might intervene to find out why one of the company's employees has a history of being persistently late, even after being warned multiple times about their behaviour. It might be a chance to provide the employee with extra advantages, such as therapy, or tools to assist them become more on time. Because firing and then finding a new employee would be costly and time-consuming, this might be a chance for the individual to learn and grow in their career path.

It's possible that firing an employee is the best course of action when disciplinary punishment isn't an option. Employees that are not a good fit for a company may be easily identified in the best human resources departments. In order to gauge a team's cohesiveness and well-being, HR must build strong working relationships with both managers and employees.

5. Update policies

It is essential that policies be evaluated on a frequent basis in order to stay up with the ever-changing nature of the company. When a company's policies no longer serve the company or its employees, HR is obligated to publish public policy updates and make recommendations for policy changes. A policy may need to be updated as a consequence of an incident. These choices should always be made with HR's input.

6. Maintain employee records

Keeping track of human resources is required by law. Companies may use this information to discover skill shortages and to evaluate demographic data in order to better understand their workforce and meet laws. An emergency contact list is also given for each employee.

7. Conduct benefit analysis

In order to recruit the best employees, it is critical to maintain a competitive edge. It's possible for a prospective new hire to select a lower-paying job if the company's perks are more appealing. Benefits offered by comparable organisations should be frequently investigated by HR.

4. HOW DOES HR SUPPORT EMPLOYEES?

In addition to the seven instances listed above, which are mostly operational in nature, HR also performs the following less quantifiable tasks: For this reason, it was created.

Employees are an organization's most important asset. Protecting their health is thus of the highest importance, as shown by this conclusion. Employees' emotional and professional needs may be met in four ways by HR:

1. Providing career growth

Stability is good for business, and keeping your best personnel on board is a wise decision. HR may assist each employee plan for a long-term future with the organisation by providing career routes. HR may then follow up with workers on a regular basis to provide ongoing career guidance.

2. Offering continuing education

Training may be necessary for some of the professional advancements described before. An employee's planned career path may need educational aid from your company, and HR may assist in determining which courses and training programmes are ideal for that individual. As part of HR's role, managers may work with The HR department is responsible for ensuring that employees' work schedules are flexible enough to allow them to attend school.

3. Training and supporting managers

Managing people isn't a magic trick that simply happens. Because they've been created Managers may benefit from HR advice in order to ensure that their departments and teams are in the best possible form Management retreats and training sessions may be required as part of this strategy.

4. Supporting health and wellness

Keeping in mind that employees are people is essential. Their help will be needed for anything from mental health issues to bankruptcy to pregnancy to adoption to a host of other life events. HR support may be useful in these and other circumstances.

4.1 When to contact human resources

They are not doing their job if HR departments never interact with their employees. Improve new hire orientation by showing them how and when to make advantage of HR's resources. Regular one-on-one interviews with employees should be undertaken by the Human Resources department to monitor the employee's career progress, job satisfaction and any other problems.

Because of these responsibilities, employees should feel free to contact their human resources departments in these and other situations:

- Your coworkers, including your boss, may harass or discriminate against you or a coworker.
- An inquiry regarding benefits, such as health insurance offered by your employer or legal rights that you or a colleague have.
- When you're or a coworker's personal situation changes (e.g. having a child, needing to reduce your hours, needing accommodation for a disability).

5. ROLES AND RESPONSIBILITIES OF THE HR MANAGER

It is essential for the human resources manager to connect his or her duties with those of the organisation. An HR professional who wants to succeed in today's dynamic business environment must be a strategic partner, an advocate for employees, and a change mentor. It is the job of an HR manager to keep an eye on everything. aspects of the company's people management requirements and operations, depending on the size of the business. The following are a few examples of the many duties that one could have:

1. Recruiting and hiring – Identifying and enlisting enough numbers of potential workers in order to allow the selection of an organization's most effective workforce is a part of this procedure.
2. Training and development – Individuals' abilities may be enhanced and their confidence built via these methods, allowing them to better serve their clients.
3. Competency development – A person's level of competence is based on a combination of abilities, knowledge, and attitude that affects a significant portion of their work. Training and development may be used to enhance it.

4. Organization development – The goal is to improve the efficacy and viability of the organisation as a whole and move it forward in terms of development.
5. Communication – An action in which significant information is conveyed. Human resources must ensure that all workers are kept up to date on all pertinent information at all times.
6. Performance management – Performance improvement for the company, its workers, and other services is the primary goal of the programme.
7. Employee relations – This is a concept that tries to strengthen relations between employees and management and exchanges between employees and management.
8. Coaching, mentoring, and counselling – In order to perform at a higher level, it is a method of encouraging and assisting a person to work through his or her problems.
9. Policy recommendation – Management practises and employee complaints are reduced by implementing policy guidelines. For example, a manager who has worked for the firm for at least seven years and is above the age of 35 is entitled to the benefits outlined in the administrative handbook for the organisation.
10. Wages, salary, and compensation benefits – Employees are given these perks in order to keep them engaged in their job and the company.
11. Talent management and employee engagement – Keeping the best people in the company is a management strategy that tries to keep the best people in the company.
12. Leadership development – The goal of this action is to improve an organization's leadership's overall quality and effectiveness.
13. Team building – As part of an organization's growth, it emphasises the importance of a team's capacity to work together effectively in order to accomplish objectives.
14. Networking and partnering – External stakeholders such as clients and suppliers must also be strengthened in order to achieve greater success in company.

5.1 What are the responsibilities of a Human Resources Manager?

A conventional the following duties and responsibilities of an HR manager should be described in depth in the job description:

- Coordinating and supporting the recruitment process; onboarding new employees;
- determining suitable salaries and remuneration; providing the necessary support systems for payroll requirements;
- developing adequate induction and training;
- supporting employee opportunities for professional development; managing succession planning of staff;
- and assisting with the performance management and review process.

5.2 What skills and qualifications should a HR Manager have?

Job descriptions for Human Resources Managers should include a call for an individual with good interpersonal, communication and negotiating abilities in a highly people-oriented position. Non-monetary incentives and industry honours must also be kept in mind when it comes to a candidate's salary and compensation expectations.

This position requires a high level of education. For this position, a bachelor's degree in Human Resources or Business is required, coupled with prior HR experience.

- Communication skills
- Interpersonal skills
- Problem solving skills
- Punctuality
- Critical thinking skills
- Teamwork and collaboration skills
- Adaptability skills
- Work ethic
- Project management skills

6. CONCLUSION

A strong team is the responsibility of HR managers. The HR manager is responsible for all aspects of human resources planning, job analysis, recruiting the proper personnel, and resolving organisational problems. The HR manager's job is to adapt to the changing demands of the company. When it comes to thriving businesses, they are becoming more agile and customer-focused. It is imperative that HR professionals understand how to manage successfully in this environment in order to properly plan, organise, lead, and govern the human resources.

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