

Job of The Week

Human Resources
Advisor

Key Skills

- administration skills
- knowledge of human resources and employment law
- be thorough and pay attention to detail
- the ability to work well with others
- the ability to monitor your own performance and that of your colleagues
- excellent written communication skills
- business management skills
- sensitivity and understanding
- be competent with using a computer and the main software packages

Salary
£18,000 - £40,000

Working hours
38- 40
Generally week days

Aspire | Challenge | Achieve

HR Advisor

University

You could do a foundation degree, higher national diploma or degree in any subject. To take this route you will usually need 2-3 A Levels, or equivalent and GCSE grade 4 in Maths and English. You may have an advantage if you study an HR related subject like:

- Human Resources Management
- Business
- Psychology
- Economics

Find advice on how to check if a course is accredited by the Chartered Institute of Personnel and Development (CIPD). Accredited courses will give you automatic entry to CIPD membership

You could then apply for a graduate HR training scheme. You can find graduate HR opportunities with small and medium sized private sector companies in most industries, large multi-national companies, charities and education organisations, public sector employers like the NHS and Civil Service.

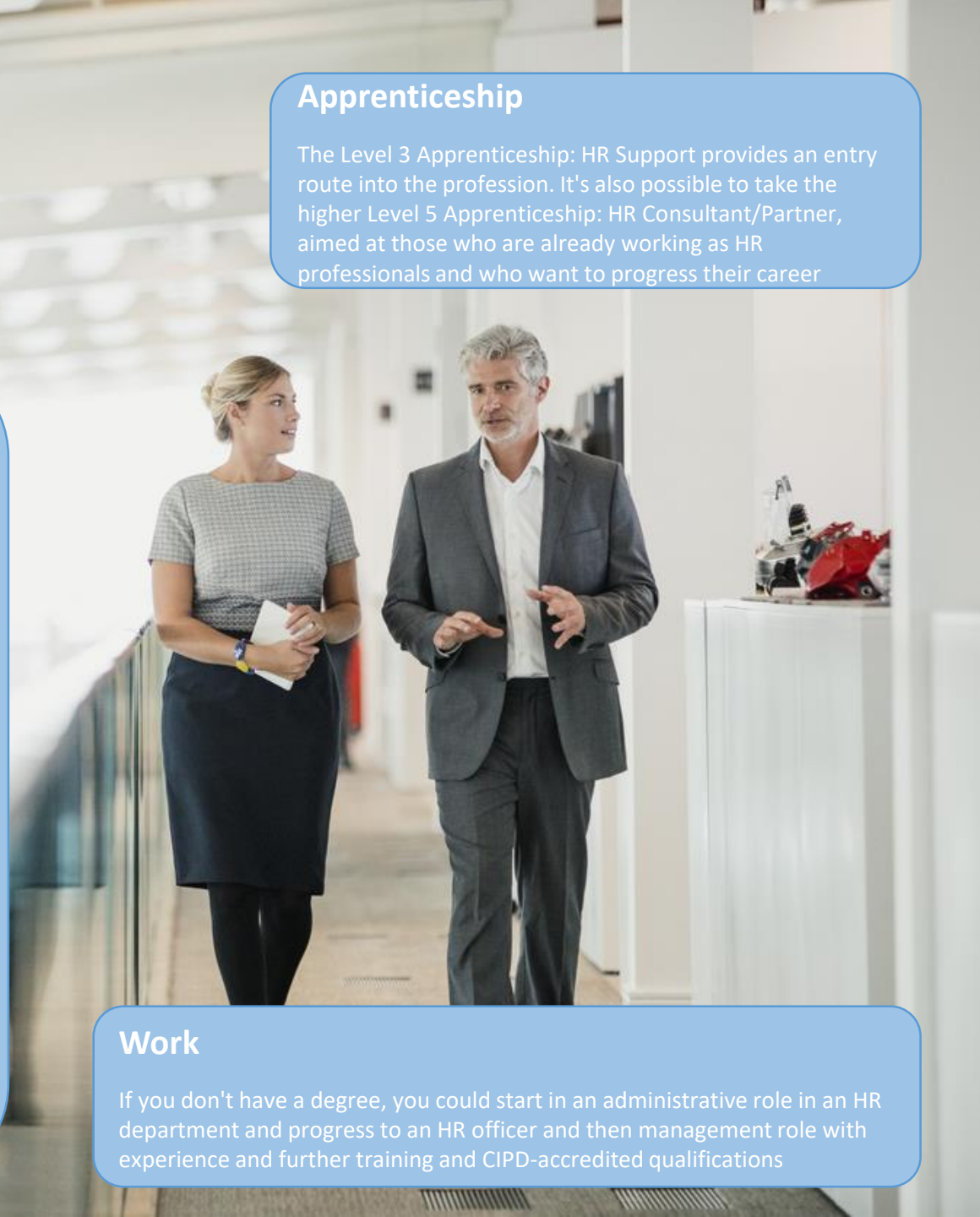
Some employers may expect you to have, or be working towards Chartered Institute of Personnel and Development (CIPD) qualifications

Apprenticeship

The Level 3 Apprenticeship: HR Support provides an entry route into the profession. It's also possible to take the higher Level 5 Apprenticeship: HR Consultant/Partner, aimed at those who are already working as HR professionals and who want to progress their career

Work

If you don't have a degree, you could start in an administrative role in an HR department and progress to an HR officer and then management role with experience and further training and CIPD-accredited qualifications



Career path and progression

You could move from small organisations to large public, private or voluntary sector HR departments
You could take further training to become a Human Resources Manager

You may also be able to:
become an HR specialist in an area like staff development or training
set up your own consultancy to give recruitment or policy advice

Day to Day tasks

Your duties could include:

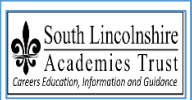
- help recruit new employees
- plan and put into place employee training and development activities
- give advice on sickness absence, performance and employment relations
- make sure employees have the right pay and benefits
- arrange employee support services like welfare and counselling
- handle complaints and disciplinary procedures
- keep up to date with equality and health and safety
- give advice on pay negotiations, redundancy and employment law
- develop HR policies, handbooks and procedures

Working conditions

You could work in an office, from home or remotely



Labour Market Information



In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.
Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Human resources and industrial relations officers	
Weekly Pay £660	Annual Pay £34,320
Hours/Week 38h	Hourly Pay £17
Workforce Change (projected)	
Growth 5%	Replacement 49.8%
<p>The workforce is projected to grow by 5% over the period to 2027, creating 8,200 jobs. In the same period, 49.8% of the workforce is projected to retire, creating 80,900 job openings.</p>	
<p>You might find this job in Employment activities Public admin. & defence Head offices, etc Retail trade Health</p>	
More info	Clear card

Human resource managers and directors	
Weekly Pay £1,100	Annual Pay £57,200
Hours/Week 37h	Hourly Pay £30
Workforce Change (projected)	
Growth 6.2%	Replacement 48.5%
<p>The workforce is projected to grow by 6.2% over the period to 2027, creating 10,700 jobs. In the same period, 48.5% of the workforce is projected to retire, creating 83,500 job openings.</p>	
<p>You might find this job in Employment activities Legal & accounting Education Head offices, etc Health</p>	
More info	Clear card

Human resources administrative occupations	
Weekly Pay £480	Annual Pay £24,960
Hours/Week 37h	Hourly Pay £13
Workforce Change (projected)	
Contraction -4%	Replacement 68.9%
<p>The workforce is projected to contract by -4% over the period to 2027, losing 1,900 jobs. In the same period, 68.9% of the workforce is projected to retire, creating 32,500 job openings.</p>	
<p>You might find this job in Employment activities Education Public admin. & defence Head offices, etc Services to buildings</p>	
More info	Clear card

Labour Market Information

Human resources and industrial relations officers

Human resources and industrial relations officers conduct research and advise on recruitment, training, staff appraisal and industrial relations policies and assist specialist managers with negotiations on behalf of a commercial enterprise, trade union or other organisation.

Common tasks in this job:

- undertakes research into pay differentials, productivity and efficiency bonuses and other payments;
- develops and recommends personnel and industrial relations policies, assists with their implementation and drafts staff handbooks;
- assists with negotiations between management and employees or trades unions concerning pay and conditions of employment;
- interviews candidates for jobs;

[Back](#)

[Clear card](#)

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Human resource managers and directors

Human resource managers and directors plan, organise and direct the personnel, training and industrial relations policies of organisations, advise on resource allocation and utilisation problems, measure the effectiveness of an organisation's systems, methods and procedures and advise on, plan and implement procedures to improve utilisation of labour, equipment and materials.

Common tasks in this job:

- determines staffing needs;
- oversees the preparation of job descriptions, drafts advertisements and interviews candidates;
- oversees the monitoring of employee performance and career development needs;
- provides or arranges for provision of training courses;

[Back](#)

[Clear card](#)

Human resources administrative occupations

Job holders in this unit group provide administrative support for the human resources (HR) operations within organisations.

Common tasks in this job:

- supports senior HR staff in the development and implementation of HR and industrial relations policies;
- arranges advertisements for jobs in the relevant media;
- provides practical support for recruitment and selection procedures such as checking application forms, arranging interviews of candidates and ensuring the interview panel receive all relevant documentation;
- provides administrative support for training courses, work placements etc.;

[Back](#)

[Clear card](#)

Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

Take a look at these short videos for inspiration...

Insight in to roles in a Human Resource Department



<https://www.youtube.com/watch?v=rAcUOuLIVqM>

5 Routes to a Career in Human Resources



<https://www.youtube.com/watch?v=lq6cOdDGQnk>

Are you suited to a career in Human Resources?



<https://www.youtube.com/watch?v=ITqX-H0Wz9Y>

HR in the British Army



<https://www.youtube.com/watch?v=-YQOzMGO8M>

Useful Websites

[Routes into the profession | CIPD](#)

[Human resources officer job profile | Prospects.ac.uk](#)

[Business Management and Human Resources at Nottingham Trent University - UCAS](#)

[Apprenticeships in HR | chRySOS HR](#)

[RAF Recruitment | People Operations Officer | Royal Air Force \(mod.uk\)](#)

[HR Jobs - 2022 | Indeed.com](#)

[From HR assistant to HR advisor - how to make the jump | Changeboard](#)

[Difference Between HR Consultant & Employment Lawyer - The HR Booth](#)