

Human Resources

What is Human Resources?

HR work is about providing expertise and support for line managers in developing and managing their own staff and in handling organisational change.

Providing expertise and support in:

- ✍ training and development;
- ✍ motivation;
- ✍ delegation;
- ✍ disciplinary procedures;
- ✍ managing teams;
- ✍ health and safety issues;
- ✍ pay and rewards.

Handling organisational change by:

- ✍ ensuring directors understand their roles;
- ✍ dealing with conflict;
- ✍ communicating changes in strategy;
- ✍ managing re-elections.

The importance of your role in the company

As HR Director you will play a central role in looking after the Company members.

People are the most important resource in ensuring the successful running of a company. It's your task to help the business gain the maximum benefit from its people. Therefore your role should not be underestimated!

You will create stability within the structure by resolving conflict, and maintaining motivation in order to ensure the smooth running of the Company. Without you, chaos!

Getting Started

Selection and recruitment

Before selection for specific tasks starts, it will be necessary to draw up a list of job requirements.

You may wish to produce job descriptions and advertise vacancies. As Human Resources Director you will be expected to advise on the most suitable person for each job created, bearing in mind, of course, the skills and preferences of the students involved.

Personnel records

Every organisation is required by law to keep details of their employees. You will need to record details of your members:

- ✍ Name, address, telephone number, date of birth, ethnic monitoring, specific skills, training, work experience
- ✍ hobbies/interests and Role in Company

Planning

Pay policy

People are the most important resource of an organisation. Without people, an organisation would not be successful.

One way an organisation recognises people's contribution is through the payment of salary. It is important to have a clear payment policy. You will need to liaise with the Finance and Marketing Directors to work out a suitable payment structure.

Following this you will need to make a presentation to the Board, outlining your projected pay structure.

See form HR3, available from the [resources](#) for this function.

Presentation to board

After your appointment, you will need to communicate some important issues to the rest of the Company.

This should include:

- ✍ Outlining the aims, objectives and process for completing the Record of Achievement. (Consult your Link Teacher about this and your Advisers)
- ✍ Identifying disciplinary/grievance procedures
- ✍ Outlining your role in organising training events
- ✍ Discussing health and safety

Up and Running

Duties

Weekly meetings:

- ✍ update on any personnel and training issues and developments;
- ✍ complete attendance form.

Monthly meetings:

- ✍ inform Company employees of salary payments, bonuses and incentives;
- ✍ report on any personnel changes;
- ✍ remind employees of personal reviews for Record of Achievement.

Attendance and payroll

- ✍ By recording hours worked by all employees (See form HR2) you will be able to:
- ✍ calculate salary payments;
- ✍ evaluate the contribution of each individual.
- ✍ Forms HR1 and HR2 should be filled in weekly to record attendance at sessions. It is important to be accurate. You will be recording your Advisers attendance as well! Your YE Board will need this record in order to issue Certificates at the year end.
- ✍ From the attendance record that you have kept, you will need to complete the payroll record HR3 each month. This identifies wages, bonuses and commissions to be paid.

Forms HR1, HR2 and HR3 are available on the Resources page for this function.

Health and safety

- ✍ All employers are required by law to meet Health and Safety standards as set out by the Government.
- ✍ Depending upon your type of business, you will need to make sure that all employees understand the health and safety issues and comply with policy. (Discuss with Advisers)
- ✍ You should ensure that accurate accident report forms (OPS5, available through the Resources page for this function) are sent promptly to Young Enterprise National Office. Keep a copy.

Training

- ✍ It is your responsibility to ensure that all employees are adequately trained for the job they are expected to do, and that training is updated whenever necessary. Training can be On the Job or through specially designed sessions.
- ✍ Create and keep a record of all training.
- ✍ Many YE Boards organise training seminars. Be sure that representatives from your Company take advantage of these.

Motivation

- ✍ Involvement and communication are key. Encourage members to: (a) make suggestions, (b) take decisions, and (c) make things happen.
- ✍ It is vitally important to keep the team motivated and loyal. Staff development and promotion can be a very positive incentive - as well as any financial incentives.
- ✍ Lack of motivation can be quite an issue, particularly after Christmas. The whole team must think carefully how to overcome this problem.

General communications

As Human Resources Director, you should be aware of any changes in strategy and the implications of these on personnel. It is your role to communicate these changes to the rest of the Company.

You should encourage open discussions about any issues or problems.

Additional employees

Should you need to recruit any casual employees, you will need to carry out the following:

- ✍ discuss requirement with the relevant Director;
- ✍ draw up a job description;
- ✍ place an appropriate advertisement (perhaps on the school notice board);
- ✍ interview candidates in conjunction with the relevant Director;
- ✍ determine pay (with Finance Director);
- ✍ make an offer of employment.

Discipline / Grievance

All employees are expected to meet a required standard of conduct, attendance, timekeeping and job performance. If your Company standards are not being met by employees then you may need to take some disciplinary action. You will therefore need to have a disciplinary procedure.

This should include:

- ✍ verbal warnings;
- ✍ written warnings;
- ✍ dismissal if the other procedures prove inadequate.

Any disciplinary hearing should be carried out by yourself and the relevant Director. Likewise, should an employee have a grievance you will need to ensure that you have a suitable procedure for dealing with this.

Managing re-elections

You will need to organise a skills audit for all employees before the re-elections. This will enable the Company to select the most suitable people for the right roles. You will also need to manage the re-election process.

This will involve:

- ✍ asking for nominations at the meetings prior to the election;
- ✍ encouraging nominees to press their case;
- ✍ agreeing with your Advisers how to run the re-election.

Remember you will also need to present your nomination for which role you wish to take up. Following the re-elections you will need to update the personnel record and ensure that relevant files have been passed across to each new Function Director.