



Human Resources

Human Resources

Human Resource professionals provide employment and personnel administration services within an organisation. Human Resource professionals assist in organisational changes in culture and take part in strategic management. They conduct analyses to determine the number of employees, the type of skills required to meet the organisation's objectives, and they analyse the requirements of jobs and develop job descriptions and duty statements. Human Resource professionals advertise vacancies, assess/interview applicants and make recommendations to management about staff appointments. They maintain personnel records of all employees and arrange for staff training. Human Resource professionals provide advice and information to management and employees on HR, personnel policies and procedures, etc. and organise employee welfare services such as canteens, first aid, superannuation and social activities. In small organisations, human resources officers are usually responsible for all staffing matters. In large organisations they may specialise in a particular area, such as recruitment, wages and entitlements or staff training.

Recruitment

Recruitment consultants interview applicants to determine their job requirements and suitability for particular jobs, assess their training needs and help employers to find suitable staff. They record relevant personal and work details, receive and record job vacancy information from employers, including details such as duties involved, working conditions, hours, pay, any experience needed and training that is available and they organise advertising, interviewing and selection processes for recruitment campaigns. Following interviews they prepare shortlists of candidates for referral to prospective employers, provide applicants with further information, check references and suitability of applicants

before referral to employers for interview, conduct and analyse psychometric tests and advise job applicants of the success or failure of their application. Recruitment professionals assist with sales and marketing duties designed to increase the client base, including visiting employers to discuss consultancy service and fees, and assess working conditions. Recruitment consultants may specialise in particular areas.

Industrial Relations

Industrial relations officers manage employment conditions and related issues. They aim to encourage employees and employers to work towards the development of effective organisational practices. They may represent industrial, commercial, union, employer or other organisations in industrial negotiations. They undertake negotiations on rates of pay and conditions of employment for employees and employers, develop and administer policies on different employee classifications, wage structures etc; and maintain good relationships between employer and employee. They examine and attempt to resolve industrial disputes and they study and interpret relevant industrial legislation. They advise others on appropriate procedures for carrying out negotiations; can appear as a representative of an industrial group before a tribunal and take part in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions (for example, pay and hours of work). Those industrial relations officers working for organisations with a large workforce seek to minimise industrial disputes by acting as a communications link between management and employees. Those working for employer associations or trade unions aim to protect the interests and maximise the benefits of the group they are representing.

PROFILES

KARIN BAXTER

BSc Hons Geology, GCM (HRM), MAusIMM
Practice Leader - Resourcing, BHP Billiton
Mitsubishi Alliance

What formal qualifications do you have?

I have a degree in Geology from Flinders University in Adelaide, and Honours in Geology at the University of Adelaide. I have also completed the Graduate Certificate in Management in Human Resource Management at the University of Queensland.

Why did you choose your particular career(s)?

I studied Geology in my final year of High School and went into University studying a Bachelor of Science with a double major in Geology and Psychology. Geology was of interest because it appeared almost a creative science. The field work component also appealed, as did the factual base. At the time of graduation I felt too naive to move into the Psychology field, as my life experience was somewhat slim, so Geology it was. I worked

in this field for around 7 years at which time I moved in the Human Resources sector for several reasons, the main being that I felt I had reached my goals as far as Geology was concerned. HR is such a broad field in which you can utilise both life experiences and factual knowledge to make a difference.

What have you enjoyed most about your profession(s)?

Mostly the people that I have met and the experiences I have had on my travels, mostly in remote locations. The rapport and camaraderie that is built from being in an isolated place, is a reason in itself to remain in the Mining Industry.

I believe that when I have children and grandchildren one day, they will be amazed at the stories I have to tell.

What are the negatives and low points in your career?

I don't feel that I have had any 'low points' as such in my career but a few negatives from

the career I chose would be the long commute periods and strains that this can put on your personal life. I have found that there is a time in your life where you work a fly in and out roster, and there is a time when you work in a residential role. You are the only one that can make that decision when the time comes.

For someone considering a career in your profession are there any words of wisdom to pass on to them?

Listen to your mentors and act on the advice they give you. Keep in mind the future and where you are heading so that your career can flow rather than change abruptly. Roll with the punches, as these are the times when you are more likely to learn a valuable lesson. Always remain open-minded and don't be afraid to voice your opinion and ask questions when you don't know the answers. On a final note, join the AusIMM as it will assist in creating new opportunities through networking.