

# HR CAREERS

**info@globaltraining.edu.au // ISSUE 1**

## **Salary Range:**

What can you earn in Human Resources Management?

## **Career Pathways:**

Where could you end up?

## **Dynamic Industry:**

The Shifting Sands of Human Resource Management

## **Feature:**

Courage in HR- Why 'Standing Your Ground' is the Secret Strength in Human Resources Management

## **Feature:**

A Day in the Life of an HR Manager

# **A day in the life of a Human Resources Manager**

**FOCUS**

**Is HR Right For Me?**

# Contents

3 A DAY IN THE LIFE OF A HUMAN  
RESOURCE MANAGER

4 WHAT IS HUMAN RESOURCES ?  
What does a Human Resource  
Manager do?

5 WHAT IS HUMAN  
RESOURCES CONT...

6 WHY HR MANAGEMENT CALLS  
FOR COURAGE

7 COURSE INFO

8 CAREER OUTLOOK

9 IS HR RIGHT FOR ME ?

10 SALARY AND STATISTICS

11 COURSE ESSENTIALS

12 WHY GTI?  
A little bit about us

13 GET EMPLOYERS TO TAKE  
NOTICE OF YOUR CV



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# A Day In The Life of a HR Manager

**You walk into the office, so excited about what you're able to do today...**

**It's the day to call your new recruits, and offer them a role with your company.**

**There has been weeks worth of phone calls, emails, and reference checks leading up to today;**

**And before that, there has been months worth of company strategy; role development; policy creation; and team planning to prepare for the new staff.**

**You've been involved with every step of the process. From the moment that the need for new staff emerged, you've been right in the thick of sourcing the right people and paving the way for their smooth transition into your company.**

**You smile to yourself, knowing that everything has been leading to this moment- to when you are able to offer somebody a livelihood, an opportunity to support themselves, advance their skills, and fund their passions.**

**This is why you do what you do- because the good you can do, for people and their families, keeps you going.**

**Not every day is like this. There are days that are full of tension, where your role requires you to navigate ongoing conflicts between team members, or begin disciplinary proceedings against an employee;**

**There are days full of challenges, when you spend your time training operations managers in the ways to lead and motivate their teams;**

**And there are even days when you are everywhere at once, drafting policies, negotiating with unions, working with the team on the floor, and organising severance packages for people retiring.**

**Somehow, you manage to have an eye on a million things at once- and that's exactly how you like it. Every conflict you resolve, every challenge you overcome means that there is a person whose livelihood is protected, and a family who can be supported.**

**So, even though there's really no such thing as a 'typical day' in HR...**

**Every single day, you leave the office grateful for the chance to do so much good.**





# “What is Human Resources?”

## Everything you need to know.

**H**uman Resources’ is the term used to describe the elements of a company that relate to its employees. This includes recruitment and staffing; as well as occupational health and safety; training and career development; discipline; development and enforcement of workplace policies; termination and severance; as well as company wellness.

While managers are generally responsible for the day-to-day operations of a company, Human Resource Managers are directly involved with the human element of business activities. They are the people whose focus is on ensuring that the staff working for a company contribute to its productivity and profitability (and vice versa).

### What does a HR Manager do?

Human Resources Managers are the people who balance company interests with the needs of their personnel.

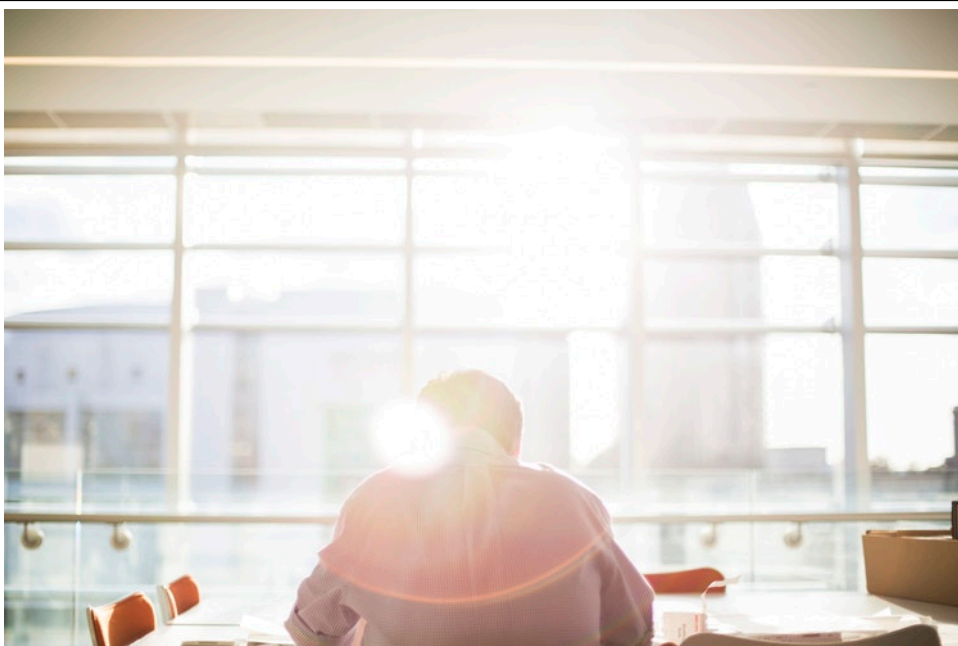


Their role is to ensure that policy and legislative guidelines are adhered to, as well as encouraging peak performance from the staff.

This includes hiring, mitigation of discrimination, conflict resolution, company expansion, disciplinary procedures and termination; as well as managing staff productivity and career development.

In recent years, tasks that were originally thought to “belong” to the human resources department have become a part of many supervisors and managers job descriptions.

Whether the majority of those important functions stays within HR at your organisation, or is your responsibility as a manager, it is important that managers understand how much of their role is really about their people.



## ADYNAMICINDUSTRY

Human Resources is an evolving, dynamic industry. As automation becomes an increasingly important element of both company operations and recruitment, HR Managers are faced with new challenges.

A new reliance on People Analytics to attract new talent; flexibility in including staff working remotely; and keeping up with trends in Employer Branding are all changing the way HR Managers operate.

As macroscale shifts in employment and economic relations emerge, the Human Resources industry will need to adapt, giving HR Managers a steady stream of new and exciting challenges.

(Source: Fi Darby, Upskilled, 01/02/19 <https://www.upskilled.edu.au/skillstalk/trends-human-resources-2019-hr-australia>)

## WHERE COULD I WORK?

Short answer: anywhere! With approximately 63,900 HR Management roles in Australia, and 59,000 expected openings over 5 years (Source: Job Outlook, Australian Government), your opportunities with HR Management are endless. Most Human Resources Managers work in Administration and Support services; Healthcare and Social Assistance; and Public Administration and Safety (Source: Job Outlook, Australian Government).

There are a number of specialties in Human Resources Management that can lead you to different careers, including:

- Human Resource Advisor/ Consultant
- Recruitment/ Employment Consultant
- Workplace Relations Advisor

(Source: Job Outlook, Australian Government)  
Human Resources Management Roles are available in most regions of Australia

## HOW MUCH CAN I EARN?

Like all roles, Human Resources Management earnings vary, depending on skills and experience. However, on average, Human Resources Managers receive an annual salary of \$88,463 (source: Payscale); or \$1339 per week (compared with an all- job average of \$1230) (Source: Based from ABS Characteristics of Employment statistics, 2015).

# **“Why HR Management Calls for Courage”**

Human Resources Management is so much more than motivation and team-building exercises.

While those things are absolutely essential, there is another duty of the Human Resources team: one that doesn't get spoken about often.

That skill is in standing your ground during the inevitable times of your career, where you face fierce opposition.

Whether it be that your role requires mass staff cutbacks, or that you need to defend your team against poor management decisions that will affect them badly- there will be times when your role calls for extreme courage.

It is never an easy thing to do, to hold firm in your position when faced with adversity. Your role will include negotiating inevitable tensions between company performance and individual staff needs, and this requires both a sturdy sense of what is right- and a strong sense of self.

There will be times when you are put under (sometimes enormous) pressure to acquiesce to the demands of management; or to pay the emotional toll of unhappy staff.

Your courage is what will carry you through these times. HR managers are hired for their sense of fairness, ability to manoeuvre through shades of grey, and capacity to see multiple points of view. They thrive when they back themselves in these areas, and make challenging decisions with understanding and grace.

Your ability to help your company navigate economic downturns, to keep up with changing industry expectations, and to provide a safe, confidential space for the resolution of tension relies on your ability to be fair, compassionate- and courageous.

[https://www.payscale.com/research/AU/Job=Human\\_Resources\\_\(HR\)\\_Manager/Salary](https://www.payscale.com/research/AU/Job=Human_Resources_(HR)_Manager/Salary)

<https://joboutlook.gov.au/Occupation.aspx?search=alpha&code=2231>

<https://www.upskilled.edu.au/skillstalk/trends-human-resources-2019-hr-australia>

<https://www.managerskills.org/hr/success-traits-of-hr-managers/>



## Course Info

# BSB50618 Diploma of Human Resources Management

If this is you or someone you want to become, this course is right for you...



### Why complete this course

- ✓ Move into a HR role
- ✓ Gain recognition for the HR skills you already have
- ✓ Access a huge 'tool-kit' of HR, business and management, resources, templates, information and skills
- ✓ University Pathway = Skip 1 year of University
- ✓ Solve your Career Frustrations and be ready for your next promotion



- ❑ I have skills and experience in HR but no formal qualifications to prove it
- ❑ My career is not progressing as fast as I want it to
- ❑ I want a new job or promotion in HR
- ❑ I want to get back into the workforce
- ❑ I want to improve my HR and general business skills



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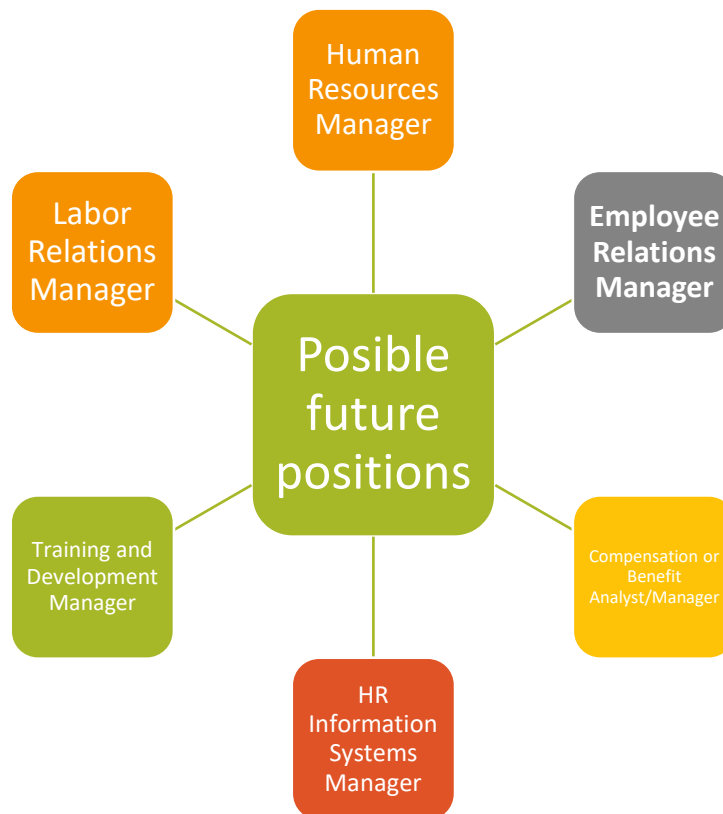
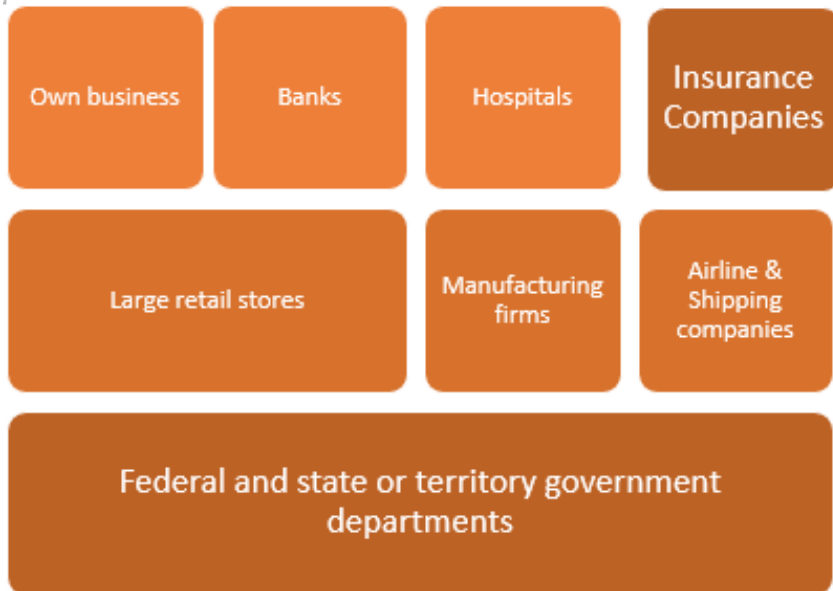
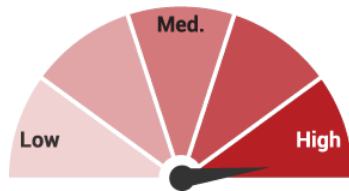
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# Career Outlook

## Your future Career Outlook after completing your Diploma of Human Resources Management

Great chance to be employed in various industries...







## Is HR right for me?

Human Resources Management is an exciting, challenging and evolving industry. Thanks to the different career paths that are open to you as a Human Resources professional, it can be suitable for a number of different personality types.

There are a number of skills that are essential in being successful in this role- so, no matter your personality type, if you can approach these with confidence you can predict a successful career in HR:

- Strong communication skills are vital for those seeking to do well in this industry. This includes written, verbal and negotiation skills- as well as conflict resolution.

- Leadership and motivation are also especially important. HR Managers are tasked with motivating the team, as well as motivating management and other leaders. A motivated workforce is a productive one!

- Engaging Presentation skills are vital. HR Managers present legislative and policy related content that needs to be remembered and retained by the team- so it needs to be done in an interesting, engaging way.

- A strong sense of ethics, personal and professional boundaries are key. Problems and challenges continually arise for the attention of HR, and to solve them effectively requires a strong sense of fairness, as well as the ability to protect confidentiality and navigate shades of grey in a way that promotes positive outcomes.

- It's also very important to prioritise! Time management, multi-tasking and taking a bird's eye view of company culture are extremely important to effective HR relations.

### Most important HR Skills at a glance:

- ❖ Leadership and Motivation
- ❖ Strong Communication Skills
- ❖ Negotiation and Conflict Resolution Skills
- ❖ Strong Sense of Ethics
- ❖ Critical and Lateral Thinking
- ❖ Time Management

# Salary and Statistics:

**Average Salary:**  
\$105,456 p/a

**Senior HR Manager Salary:**  
\$193,550 p/a

**Projected job growth:**  
13% by 2020

**Average hours per week worked:**  
38.2

**Roles:**  
63.9k (59k openings over 5 years)

**% of roles in NSW, QLD and Vic:**  
73.9%

*Source: SEEK Learning, 2019; allbusinessschools.com; Job Outlook (Australian Government)*



## BSB50618 Diploma of Human Resources Management

Human Resources Managers, HR Administrators, Recruitment Officer, Training Officers. If you have experience in one of these roles, this course is for you.

This course suits existing workers and those looking to career swap or return to work. Becoming qualified in Human Resources Management is now considered a MUST have a highly sought-after career in HR. Qualified HR staff are in high demand in Australia and in many other countries.

Your course will be designed to fit in around your busy work/home life. This means you can continue to work while you complete it. You will have access to your materials and assessments Online 24/7, and regular phone sessions with your Trainer daytime or in the evenings, to fit in around your work. There are No exams and No essays to complete.

GTI Double and Triple Diplomas

BSB50618 Diploma of Human Resources Management + Choice of:

- BSB51615 Diploma of Quality Auditing
- BSB50215 Diploma of Business
- BSB50415 Diploma of Business Administration
- BSB51918 Diploma of Leadership and Management
- BSB51415 Diploma of Project Management



Get qualified and excel in your HR career. Enrol in a nationally recognised Diploma of Human Resources Management for a practical qualification that delivers in-demand skills and work-ready applications.

If you're looking to step into the exciting and dynamic world of human resource management, then this is the ideal qualification for you. Designed to teach essential expertise and strategic human resources skills, GTI's BSB50618 Diploma of Human Resources Management will enable you to undertake human resources roles across a range of businesses and industries. With a focus on managing human resources functions such as performance development, workforce planning and employee relations, you'll develop broad skills and in-depth insights to build capability in the core disciplines of human resource management.

If you want to extend your knowledge and skills in the field of human resources, this course is for you.

When you complete the Diploma of Human Resources Management, you'll understand the planning, processes and policies that are required for effective human resources management.

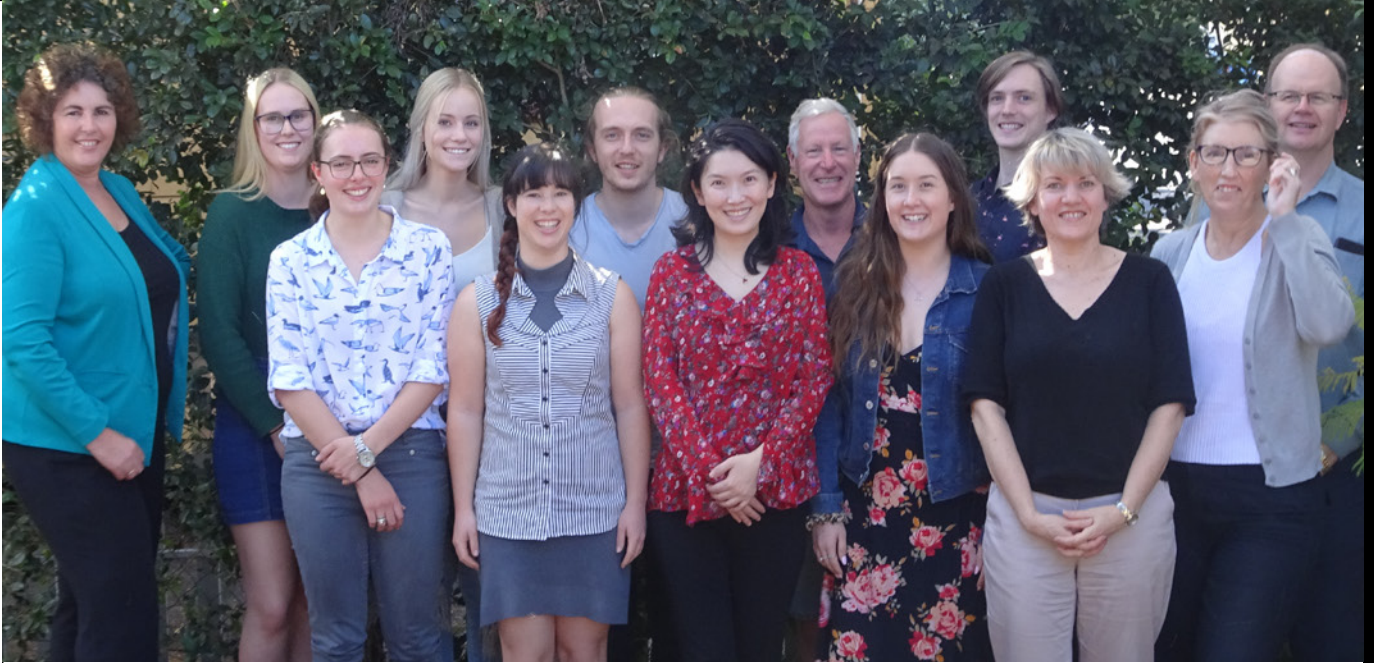
You'll develop practical skills in areas such as performance management, workplace planning, recruitment selection and induction, industrial relations, mediation and professional development.

The Diploma of Human Resources will help you to achieve your career goals by further developing your knowledge in human resource strategies and services to support and engage your workforce. This course will enhance your strategic business skills and will teach you the best way to build and manage a capable team of people. Human resources professionals are key to ensuring a business succeeds. Their expertise in developing integrated people management strategies and building organizational capacity are highly valued and crucial to ensuring competitive and sustainable organisation's for the future.

During your studies you will have the opportunity to select elective units from a range of human resources options, including managing human resources, managing workforce planning, managing recruitment, managing employee relations, managing performance management

Full course details available at:  
**info@globaltraining.edu.au | 1800 998 500**





# Why Global Training Institute?

A little bit about us...

“Wholly Australian owned and operated, GTI has been delivering government accredited courses for nearly 20 years, and has helped thousands of students”

Wholly Australian owned and operated, Global Training Institute has been delivering government accredited courses for nearly 20 years, and has helped thousands of students achieve nationally recognised qualifications. We're a leader in the private vocational education sector, offering the highest standards of training from an exceptional team of educators.

We also offer a range of support services to help ensure our students are getting the most out of their investment, including , fast turnaround of course materials and assessments, phone and email contact with GTI support staff, and the flexibility to begin your course at any time – and study at your own pace.



# Get employers to take notice of your CV

How long do you have to make a first impression? Only 30 seconds. In a competitive job market a CV is your prime marketing tool. However, busy employers will only spend a few seconds scanning it before deciding whether they want to see more from you – or not.

## Start from scratch

When developing your CV, it is crucial that you thoroughly research the role and company you are applying for. The next step is to tailor your CV to this role, providing evidence of your skills and competencies that match the company's requirements – sending off the same CV for numerous positions will fail to impress.

If you are applying for vacancies overseas, research that country's conventions for CVs and covering letters. It may vary from place to place.

## Pick the right format

There are two main types of CV:

1. The chronological CV is the most common format. It outlines your experiences in reverse date order.
2. The skills-based CV highlights and gives evidence of your relevant skills.

It is particularly appropriate if you want to demonstrate transferable skills.

If you have your sights set on a particular profession, research which type of CV is preferred. Academic CVs, for example, should adhere to certain conventions. If you are pursuing a creative career, think about how you could showcase some of your design skills in the layout.

## Tick off these CV tips

### Presentation

- Aim for two pages unless requested otherwise
- Be consistent with font size and style
- Break up text with bullet points and bold font
- Be concise – avoid long sentences or lengthy paragraphs
- Be word perfect – check for errors

### Content and language

- Tailor your CV for every job, matching your competencies to the skill requirements. Reading through the person specification and job description carefully will help you to do this
- Draw attention to the most relevant items by locating them on the first page, making it easy for the employer to identify you as a strong candidate
- Use active verbs and phrases with impact. For example, 'I managed and implemented a new system'
- Bring what you did to life with examples and outcomes – numbers of people, values of sales, lengths of projects, budgets etc. For example, 'I organised a charity ball for 150 guests and 12 VIPs'

## Never send a CV without a covering letter

Your CV should always be accompanied by a covering letter. A covering letter is a professional introduction that specifically relates your attributes, achievements and experience to a particular opportunity.

Your letter should not exceed one side of A4 paper and where possible, you should address it to a named person. Use it to draw the reader's attention to the highlights of your CV and explain their relevance to the role. Crucially, you need to ensure you convey real enthusiasm for the position on offer and demonstrate your interest in and knowledge of the company.

## What should a typical letter include?

A short introductory statement that explains the purpose of the letter and details how you found out about the opportunity.

A short series of concise paragraphs that prove you are an ideal candidate and meet, or even exceed, the requirements of the position by highlighting your skills and experience. To help structure your information use the following approach: make the point, provide evidence, and explain why it is relevant to the post.

A paragraph that demonstrates you have researched the company and explains why you want to work for them.

A closing statement that ends the letter positively. Make sure that you don't accidentally come across sounding entitled by finishing with "I expect to hear from you soon" or a similar statement.



