

Human Resource Professional

Human resource professionals plan, develop, implement and evaluate staff recruitment, assist in resolving disputes by advising on workplace matters, and represent industrial, commercial, union, employer and other parties in negotiations on issues such as enterprise bargaining, rates of pay and conditions of employment.

Job title examples

- Human Resource Adviser/Human Resource Consultant/Personnel Officer
- Industrial Relations Officer
- Recruitment Consultant/Employment Consultant

Other jobs in this field of work

What human resource professionals do

- arrange for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- maintain personnel records and associated human resource information systems
- provide advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters
- arrange the induction of staff and provide information on conditions of service, salaries and promotional opportunities
- receive and record job vacancy information from employers such as details about job description, wages and conditions of employment
- provide information on current job vacancies in the organisation to employers and job seekers
- undertake negotiations on terms and conditions of employment, and examine and resolve disputes and grievances
- study and interpret legislation, awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- develop, plan and formulate enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- oversee the formation and conduct of workplace consultative committees and employee participation initiatives

Main employing industries



- Administrative and Support Services
- Public Administration and Safety

Qualifications



The following government subsidised qualification is available in NSW:

Diploma of Human Resources Management available as a traineeship or qualification

Apprenticeships and traineeships: Find out how to get an [apprenticeship or traineeship](#).

Course fees: You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

Job prospects and pay



- There are around 19,465 human resource professionals working in NSW.
- Over the next four years, employment in this occupation is expected to grow in NSW.

Average weekly full time earnings (before tax):

- Human Resource Professionals: \$1,346
- All occupations: \$1,200

Related jobs



- Human Resource Clerk

To find out more regarding these related jobs, visit the [Job Guides Homepage](#).

Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](#), based on ABS Characteristics of Employment Survey, August 2014