

Assessment Criteria:

Human Resource (HR) Manager [ANZSCO 132311]

Basis of assessment

The Australia and New Zealand Standard Classification of Occupations (ANZSCO) is the basis for the assessment of applicants' qualifications and experience required to perform specific jobs and what the tasks are that the applicant is expected to have performed in that occupation.

The Country Education Profiles (CEP) prepared by the Australian Government Department of Education are the basis for any educational assessment.

Years of experience

Applicants must meet certain employment requirements depending on their educational background and the occupation being assessed.

If an applicant holds a Bachelor's or Master's degree that is highly relevant to the occupation being assessed and comparable to an equivalent AQF qualification, the applicant must demonstrate employment experience:

- in an HR-related role for at least three years; and
- in the role as Human Resource (HR) Manager for at least two out of these three years.

If an applicant does not hold a Bachelor's or Master's degree that is highly relevant to the occupation being assessed and comparable to an equivalent AQF qualification, the applicant must demonstrate employment experience:

- in an HR-related role for at least five years; and
- in the role as Human Resource (HR) Manager for at least two out of these five years.

Currency of industry skills

To demonstrate currency of skills and industry knowledge, applicants will need to provide evidence of at least **one-year** full-time (or part-time equivalent) paid employment relevant to the occupation being assessed in the past **five years**.

Position Description/ Responsibilities

Human Resource Managers plan, organise, direct, control and coordinate the human resource and workplace relations activities within organisations.

The applicant's employment experience as Human Resource Managers must be consistent with the tasks outlined in the ANZSCO code:

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting other Managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- developing and implementing performance management systems to plan, appraise and improve individual and team performance
- representing the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment
- developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements
- overseeing the application of redundancy and other employee retrenchment policies
- monitoring employment costs and productivity levels
- may train and advise other Managers in personnel and workplace relations matters

Specialisations/alternative Titles:

- Kaiwhakahaere Tumu (NZ)
- Occupational Health and Safety Manager
- Training and Development Manager
- Workplace Relations Manager

Position and reporting lines

Dependent on the size of the organisation, business or geographical structure:

- The Human Resource (HR) Manager position held by the applicant must be the **most senior HR position** in your organisation or division.
- The applicant's responsibilities as Human Resource (HR) Manager must clearly be at a **strategic level** with decision-making authority in key HR related matters.
- The applicant is expected to have reported to either a member of the Senior Leadership Team (C-Suite/Executive-level managers) or the Head of a division/department or equivalent.
- The applicant is expected to supervise the direct reports' activities and monitoring their performance and development on an ongoing basis.

Type of organisation

To be assessed as an Human Resource (HR) Manager for migration purposes, the size and complexity of the organisation will influence the assessment.

It is **unlikely** that employment within an organisation with a total staff of less than 50 employees would support employment experience at the required level.

Management & Leadership

The applicant must demonstrate management and leadership experience by referring to the IML Management Competency Framework on the next page and selecting one competence from each of the three areas:

1. Manage self
2. Manage and lead others
3. Manage and lead the business.

Applicants are encouraged to use the STAR method (Situation, Task, Action, and Result) to provide a specific example from their professional experience that demonstrates the competencies selected. The written response for each competency should be 500 words or less and should focus on:

- The specific situation or task that required the use of the competencies
- The actions taken by the applicant to manage and lead in the situation
- The results achieved as a result of those actions
- Reflection on what the applicant learned from the experience



IML Competency Framework



Manage & lead

self

- Manage personal and professional development
- Manage time and priorities
- Communicate effectively
- Develop and maintain professional networks
- Foster emotional intelligence
- Cultivate business acumen
- Develop creative and innovative thinking
- Develop decision-making and problem-solving skills
- Develop influence and negotiation skills
- Manage personal wellbeing

Manage & lead

others

- Lead your team and area of responsibility
- Manage people, performance and develop individuals
- Provide coaching and mentoring
- Delegate effectively
- Develop and sustain collaborative internal and external relationships
- Manage conflict
- Recruit, select, induct and retain people
- Value and promote diversity within your team

Manage & lead

the business

- Provide leadership across the organisation
- Develop and implement your organisation's vision, values and culture
- Facilitate and manage innovation, change and continuous improvement
- Manage Financial and Human Resources
- Promote equality of opportunity, diversity and inclusion within your organisation
- Develop and implement your organisations strategic direction
- Focus on objectives and key results