

# Human Resource Management and SA Labour Law

## Introduction to Human Resource Management (HRM)

- **Definition:** HRM is the function that manages employees to ensure the right people are in the right job at the right time to meet organizational objectives.
- **Importance:** Human resources are vital for an organization to meet its vision and objectives.
- **Strategic Partner:** HR professionals align people-related strategies with organizational goals, shaping the workforce for long-term success.
- **Link to Success:** Organizational success is linked to people investment, improving employee skills to contribute to profitability.
- **Legal Compliance:** The HR function operates within a legal environment, adhering to labour laws like the Labour Relations Act.
- **Organizational Effectiveness:** HRM contributes to organizational effectiveness by:
  - Assisting employees in reaching goals.
  - Efficiently using skills and abilities.
  - Training and motivating employees.
  - Promoting job satisfaction and self-actualization.
  - Ensuring a desirable quality of working life.
  - Maintaining ethical policies and socially responsible behavior.
  - Managing change to the advantage of individuals and the public.
  - Executing HR functions in a professional manner.
- **Responsibility:**
  - In large organizations, the HR department coordinates the HR function.
  - In smaller organizations, line managers perform HR functions.

## Human Resource Planning

- **Definition:** HR planning is the process of forecasting an organization's HR needs in terms of finding, developing, and keeping qualified human resources, based on organizational goals and strategies.
- **Three Phases:**

1. Identifying the work that must be done by the organization.
2. Forecasting human resource needs.
3. Compiling a human resource plan.

## Phase 1: Identifying the Work

- Work is done by employees in specific positions (jobs) executing tasks.
- **Job Analysis:** Process used to investigate the tasks, duties, and responsibilities of a job. Questions to consider:
  - What is the employee responsible for?
  - Which tasks are performed?

# Human Resource Management Study Guide

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