

HUMAN

RESOURCES



ANNUAL SALARY: \$47,000 - \$90,000* | NOC: 0112 | Construction Management

* From PayScale (<http://www.payscale.com/research/CA>). Does not include any benefits.

WHAT WE DO

HR (human resource) managers are responsible for planning, organizing, directing, controlling, and evaluating human resources in companies and larger organizations on behalf of management. They draft policies, programs, and procedures that employees follow. Some work as specialists, but many are also generalists who work in the following areas:

- internal and external recruitment;
- training and development; and
- occupational classification and pay and benefits administration

In union environments, HR managers are also involved in the collective bargaining process.

HR managers will facilitate health and safety workshops, committee meetings, and other information meetings for employees which may address topics like policies, benefits, and quality management for the company or organization. Throughout the course of their duties, HR managers must remain aware of worker legislation and other acts and regulations affecting employees and managers. A person suited for this role must be **dynamic, adaptive, and willing to continuously learn throughout the duration of their career**. Professional designation is also available in the province (detailed below).¹

PREPARATORY WORK

- Research the labour market
- Complete a cooperative education program or job shadow while in high school
- Obtain your high school diploma or equivalency
- Obtain a bachelor's degree in a field related to human resource management (e.g., industrial/organizational psychology, commerce, or business administration):
 - Dalhousie offers undergraduate degrees in Commerce, Management, and Psychology (<http://www.dal.ca>)
 - Dalhousie also offers a Certificate in Human Resource Management through its college of continuing education
 - Saint Mary's University (SMU) offers undergraduate degrees in Human Resource Management, Management, and Psychology (<http://www.smu.ca>)
 - SMU also offers a Certificate in Human Resource Management
 - The Nova Scotia Community College offers an Advanced Diploma in Human Resource Management (ADHRM) including work experience as part of the curriculum (requiring a bachelor's degree as a prerequisite for entrance) (<http://www.nsc.ca>)
- Professional designation as a Certified Human Resources Professional (CHRP) may be a requirement by an employer in Nova Scotia. To obtain your CHRP designation, you must:
 - Become a member of the Human Resources Association of Nova Scotia (HRANS) (http://www.hrns.org/?page=CHRP_Overview)
 - Register for the National Knowledge Exam (NKE): <http://www.hrns.org/?page=NKE>
 - Pass the NKE, provide a bachelor's degree to HRANS, and complete 3 or more years of experience in human resources
 - Undertake upgrading courses in human resources and accounting software as needed

¹ <http://www5.hrsdc.gc.ca> and <http://www.hrns.org>

HUMAN RESOURCE MANAGERS' CAREER PATHWAY

Cooperative Education: Grades 10, 11 and 12 and at least 16 years of age to be eligible.

Job Shadow: Find a mentor to job shadow while still enrolled in high school.

Grade Twelve Diploma or Equivalent

Other Education Programs:

Complete a university or college program for experience and related training (through work terms if available).

*Bachelor Program
Certificate Program
Diploma Program
Other Related Courses*

Direct Entry:

Obtain employment. Gain experience working in assistant/administrative role.

Undertake upgrading programs and courses (in box adjacent).

HRANS CHRP Certification:

May be required by employers. Association membership and certification is not mandatory in the province, but HR practitioners should be aware it is gradually becoming a standard in the field of HR.

Process: obtain bachelor degree and complete 3 or more years of experience in HR. Register for, and complete, the NKE.

**Progression to
Senior HR Coordinator or Consultant**