

Roles of Human Resource Managers: Indispensable in Leading to Progression of Human Resources and Organizations



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Abstract: Within all types of organizations, human resource managers are vested with the authority and responsibility of putting into operation all the factors, which are facilitating in up-gradation of human resources. They guide and lead the human resources in the right direction. Furthermore, assistance is provided to them in leading to up-gradation of their competencies, abilities and aptitude. These need to be utilized in an effective manner in doing well in one's job duties and achieving desired goals and objectives. One of the important aspects that needs to be taken into account is, progression is facilitated, when human resource managers and human resources are developing mutual understanding with each other. Furthermore, one will be able to render an important contribution in meeting the expectations of individuals in leadership positions. The human resource managers throughout their jobs need to be well-informed in terms of their job duties and responsibilities. Furthermore, they need to augment information in terms of various types of methodologies and procedures to generate desired outcomes. In addition, inculcation of traits of morality, ethics, diligence and conscientiousness are facilitating in leading to progression. Therefore, it is well-understood, roles of human resource managers are indispensable in leading to progression of human resources and organizations. The main concepts that are taken into account in this research paper are, objectives of human resource managers, understanding roles of human resource managers, and measures to be implemented in leading to up-gradation of roles by human resource managers.

Keywords: Goals, Human Resources, Human Resource Managers, Job Duties, Measures, Organizations, Roles, Up-Gradation

Abbreviations:

HRM: Human Resource Managers

I. INTRODUCTION

The organizations are of different types, i.e. educational institutions, training centres, financial institutions, production and manufacturing organizations, agencies, non-government organizations and so forth. In all types of organizations, individuals are employed in different job positions in accordance to their educational qualifications,

competencies and abilities. The human resources are regarded as the assets of the organizations. They are required to make use of their educational qualifications, competencies and abilities in an effective manner. Furthermore, they need to ensure, they are putting emphasis on promoting well-being and goodwill of other individuals (James, 2011) [2]. The human resource manager is the person in all types of organizations, who is vested with the authority and responsibility of promoting enhancement of human resources. The human resources are required to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of ways of carrying these out in a well-organized manner. Therefore, roles of human resource manager are considered important in all types of organizations.

The human resource managers are meant to impart information among human resources in terms of their job duties and responsibilities. Furthermore, one needs to augment information in terms of different types of methodologies and procedures, which are necessary in doing well in one's job duties and generating desired outcomes. In other words, these are referred to the ways of achieving desired goals and objectives. The methodologies and procedures are required to be put into operation in a well-organized and regimented manner. One of the important aspects that needs to be taken into account is, these are facilitating in coping with different types of dilemmas and challenging situations in an adequate manner. Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties and responsibilities in a satisfactory manner (Jouany, 2022) [3]. One of the important aspects is, individuals need to focus on leading to up-gradation of confidence levels. Furthermore, one needs to overcome the feelings of apprehensiveness and vulnerability. Therefore, the roles of human resource managers are recognized in preparing individuals in a well-organized and appropriate manner.

A. Objectives of Human Resource Managers

The human resource manager is the person in all types of organizations, who is vested with the authority and responsibility of promoting enhancement of human resources. The human resources are required to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of ways of carrying these out in a well-organized manner. Therefore, roles of human resource manager are considered important in all types of organizations. The

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human resource managers are meant to impart information among human resources in terms of their job duties and responsibilities. Within all types of organizations, there are certain objectives of human resources. These are stated as follows:

- Implementing effective communication processes.
- Treating others with respect and courtesy.
- Forming positive viewpoints regarding all individuals.
- Reinforcing a constructive approach.
- Making wise and productive decisions in terms of various areas.
- Inculcating the traits of morality and ethics.
- Implementing the traits of diligence, resourcefulness and conscientiousness.
- Depicting the traits of helpfulness and co-operation.
- Honing analytical and critical-thinking skills.
- Imparting information regarding job duties and responsibilities.
- Generating information regarding methodologies and procedures.
- Utilizing different types of modern, scientific and innovative methodologies and materials.
- Augmenting skills and abilities.
- Providing solutions to problems and challenging situations.
- Taking out time for all types of tasks and activities.
- Putting in efforts to one's best abilities.
- Possessing the abilities to work under stress.
- Managing financial, human, technical, material and information resources.
- Providing infrastructure, amenities and facilities.
- Creating amiable and pleasant environmental conditions within workplaces.

B. Understanding Roles of Human Resource Managers

The human resources are regarded as fundamental, who are making use of their knowledge, competencies and abilities in order to carry out all types of tasks and activities in a well-organized manner. Within all types of organizations, there are certain job duties and responsibilities, which human resources are required to put into operation. Some of these include, making wise and productive decisions in terms of various areas, conducting meetings, implementing production and manufacturing processes, implementing field-work and so forth. In all types of activities, human resources need to be well-prepared. In other words, they need to be well-aware of certain aspects (Knapp, Copland, Plecki, Portin, & Colleagues, 2006) [4]. The human resource manager ensures that they are well-informed in terms of certain factors. Furthermore, one needs to ensure, they lead to up-gradation of motivation and concentration levels towards implementation of tasks and activities. In addition, one needs to overcome the feelings of apprehensiveness and vulnerability. Therefore, it is of utmost significance to generate information in terms of roles of human resource managers. These are stated as follows:

C. Making Wise and Productive Decisions

Within all types of organizations, individuals are required to make wise and productive decisions in terms of various

areas, i.e. training and development programs, recruitment and selection methods, job duties, responsibilities, methodologies, procedures, techniques, approaches, resources, infrastructure, amenities and facilities and so forth. The decisions are made on one's own and in some cases, ideas and suggestions are taken from other individuals. In the implementation of decision-making processes, analysis is conducted in terms of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option.

One of the important aspects that needs to be taken into account is, the decisions made need to be favourable to the members as well as to the overall structure of the organizations. The individuals are making decisions in less amount of time or can be more time-consuming. Hence, one needs to ensure, the decision-making skills are put into operation in a well-organized and satisfactory manner. Therefore, making wise and productive decisions is regarded as one of the indispensable roles of human resource managers.

D. Honing Analytical and Critical-Thinking Skills

The human resource managers need to be well-informed in terms of meaning and significance of analytical and critical-thinking skills. These are the skills, which are facilitating in putting into operation decision-making processes in an effective manner. The analytical skills are facilitating in conducting analysis in terms of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in implementing rational, logical and methodological thinking.

These skills are approving in putting into practice various tasks and activities in a well-organized manner. As a consequence of putting emphasis on honing these skills, one will be able to prepare human resources in a satisfactory manner. The main reason being, they need to hone these skills in putting into operation different types of job duties and responsibilities. Hence, it is understood on a comprehensive basis that these skills are efficacious. All the members are required to acknowledge the meaning and significance of these skills throughout their jobs. Therefore, honing analytical and critical-thinking skills is one of the significant roles of human resource managers.

E. Imparting Information Regarding Job Duties and Responsibilities

The human resources are required to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of ways of carrying these out in an efficient and well-organized manner. The human resource managers are meant to impart information among human resources in terms of their job duties and responsibilities. Furthermore, one needs to augment information in terms of different types of techniques and strategies, which are necessary in doing well in one's job duties and generating desired outcomes.



In other words, these are referred to the ways of achieving desired goals and objectives.

The job duties and responsibilities are required to be put into operation in a well-organized and regimented manner. One of the important aspects that needs to be taken into account is, these are facilitating in coping with different types of dilemmas and challenging situations in an adequate manner. Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties and responsibilities in a satisfactory manner. Therefore, imparting information regarding job duties and responsibilities is an expedient role of human resource managers.

F. Generating Information regarding Methodologies and Procedures

The human resource managers are meant to impart information among human resources in terms of their job duties and responsibilities. Furthermore, one needs to augment information in terms of different types of methodologies and procedures, which are necessary in doing well in one's job duties and generating desired outcomes. In other words, these are referred to the ways of achieving desired goals and objectives. The methodologies and procedures are required to be put into operation in a well-organized and regimented manner. One of the important aspects that needs to be taken into account is, these are facilitating in coping with different types of dilemmas and challenging situations in a satisfactory manner.

Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties and responsibilities in a satisfactory manner. One of the important aspects is, individuals need to focus on leading to up-gradation of confidence levels. Furthermore, one needs to overcome the feelings of apprehensiveness and vulnerability. As a consequence, individuals will be able to do well in one's job duties and generate desired outcomes. In this manner, one is able to overcome all types of setbacks. Therefore, generating information regarding methodologies and procedures is an eminent role of human resource managers.

G. Utilizing Pioneering Methodologies and Materials

With advancements taking place and with the advent of modernization and globalization, all the members, irrespective of their job positions in the hierarchy need to be well-informed in terms of different types of pioneering methodologies and materials. The individuals need to acquire an efficient understanding in terms of these. Furthermore, one needs to be well-informed in terms of ways of utilizing these in a satisfactory manner. The individuals need to ensure, they acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. As a consequence, one will be able to do well in their job duties, achieve desired goals and meet the expectations of individuals in leadership positions.

Furthermore, utilization of these methods and materials are prevented from giving rise to impediments within the course of carrying out job duties and responsibilities in a satisfactory manner. One of the important aspects is, individuals need to focus on leading to up-gradation of

confidence levels. Furthermore, one needs to overcome the feelings of apprehensiveness and vulnerability. As a consequence, individuals will be able to do well in one's job duties and generate desired outcomes. In this manner, one is able to overcome all types of dilemmas and challenging situations. Therefore, utilizing pioneering methodologies and materials is a notable role of human resource managers.

II. AUGMENTING SKILLS AND ABILITIES

All the members need to put emphasis on leading to up-gradation of different types of skills and abilities. The skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, analytical skills, technical skills, creative skills, negotiation skills, leadership skills, personal skills, presentation skills, professional skills, artistic skills, intellectual skills and public-speaking skills. On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, leading, negotiating, controlling, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with different types of dilemmas and challenging situations and carrying out different types of tasks and activities in a well-organized manner.

The different types of skills and abilities are put into practice within the course of putting into operation different types of job duties and responsibilities. Hence, individuals need to ensure, these are facilitating in generating desired outcomes. The human resource managers are putting emphasis on leading to up-gradation of different types of skills and abilities among their employees. One of the important aspects is, communication processes needs to take place in an effective manner. Furthermore, employees need to put emphasis on leading to up-gradation of listening skills. Therefore, augmenting skills and abilities is a noteworthy role of human resource managers.

A. Providing Solutions to Problems and Challenging Situations

It is apparently understood that human resources do get overwhelmed by different types of problems and challenging situations. The different areas in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of different types of subjects and concepts, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The human resource managers are vested with the authority and responsibility of providing solutions to different types of problems and challenging situations in an adequate manner.

The individuals need to put emphasis on leading to up-gradation of problem-solving skills. These are the skills, which are facilitating in coping with different types of problems and challenging situations in an appropriate manner. The human resource managers contribute efficiently in leading to up-gradation of confidence and



motivation levels among individuals. As a consequence, one will be able to render an important contribution in providing solutions to different types of dilemmas and challenging situations. Furthermore, these need to be prevented from giving rise to barriers within the course of carrying out tasks and activities in a satisfactory manner. Therefore, providing solutions to problems and challenging situations is a meaningful role of human resource managers.

B. Taking Out Time for all Tasks and Activities

All the members need to be well-equipped in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all tasks and activities. The individuals assign priorities to the tasks. The ones, which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones. Procrastination is avoided. Hence, honing of time-management skills are facilitating in taking out sufficient amount of time for all tasks and activities.

The human resource managers impart information among human resources in terms of different factors, which would be facilitating in taking out sufficient amount of time for all tasks and activities. One of the major benefits of these skills is, individuals are able to carry out all types of tasks and activities in a well-ordered and satisfactory manner. Furthermore, individuals need to ensure, these are putting emphasis on leading to up-gradation of these skills. One of the major benefits of these skills is, individuals will be able to meet the expectations of individuals in leadership positions. Furthermore, this is facilitating in incurring the feelings of pleasure and contentment. Therefore, taking out time for all tasks and activities is a worthwhile role of human resource managers.

III. MANAGING RESOURCES

Within all types of job duties and in leading to overall functioning of the organizations, the individuals are required to manage resources. The different types of resources are, financial, human, technical, material and information resources. The financial resources are monetary resources. They are required to make use of these resources in carrying out all types of tasks and activities in a satisfactory manner. Furthermore, one is able to bring about changes in various factors and fulfil different types of needs and requirements. Human resources are the personnel. They are required to make use of their educational qualifications, competencies and abilities in a satisfactory manner. Technical resources are various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids, projectors and so forth.

Material resources are, tools, devices, apparatus, machinery, equipment and gear. Information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. One needs to make use of these resources in an effective manner. Furthermore, one needs to ensure wastage is prevented. The individuals need to ensure they make use of resources in an effective manner. In addition, these need to be facilitating in the achievement of professional goals and in leading to up-gradation of

overall structure of the organizations. Therefore, managing resources is a lucrative role of human resource managers.

A. Providing Infrastructure, Amenities and Facilities

The individuals are required to make provision of infrastructure, amenities and facilities. These are, electric supplies, water supplies, restrooms, clean drinking water, buildings, heating and cooling equipment in accordance to the weather conditions, furniture, communication networks, transportation facilities, ramps, elevators, parks and overall environmental conditions. The management of financial resources is regarded to be of utmost significance in making provision of infrastructure, amenities and facilities. The individuals in leadership positions need to ensure, these are managed in an effective manner. Furthermore, one needs to ensure, these are not wasted. The service providers such as, electric workers, plumbers, repair workers, carpenters, painters and so forth are hired in order to manage and maintain all types of infrastructure, amenities and facilities.

The individuals, belonging to all positions in the hierarchy of the organizations are able to feel comfortable as a consequence of having these available. Furthermore, they are able to concentrate on their job duties in an adequate manner. When the infrastructure, amenities and facilities are made available in a satisfactory manner, one will be able to carry out different types of tasks and activities in a well-organized manner. As a consequence, one will be able to lead to up-gradation of motivation and concentration levels. Therefore, providing infrastructure, amenities and facilities is a prolific role of human resource managers.

B. Creating Amiable and Pleasant Environment within Workplace

The individuals, belonging to all job positions in the hierarchy are required to put emphasis on implementing all factors, facilitating in creating amiable and pleasant environment within workplace. The different types of factors are, implementing effective communication processes; treating others with respect and courtesy; making wise and productive decisions in terms of various areas; honing analytical and critical-thinking skills; imparting information regarding job duties and responsibilities; generating information regarding methodologies and procedures; utilizing different types of modern, scientific and innovative methodologies and materials; augmenting skills and abilities; providing solutions to problems and challenging situations; taking out time for all tasks and activities; managing financial, human, technical, material and information resources and providing infrastructure, amenities and facilities.

As a consequence of acknowledging and implementing all these factors, one will be able to render an important contribution in creating amiable and pleasant environment within workplace (Kseaton, 2017) [5]. The individuals in leadership positions are vested with the authority and responsibility of imparting information among their employees in terms of these factors [6]. Furthermore, the honing of listening skills is facilitating in acquiring an efficient understanding of the factors [7]. Therefore, creating



amiable and pleasant environment within workplace is a useful role of human resource managers [8].

C. Measures to be Implemented in Leading to Up-Gradation of Roles by Human Resource Managers

The human resource managers in all types of organizations are required to carry out certain roles. In order to put these into operation in a satisfactory manner, one needs to be well-informed in terms of different types of measures, which are facilitating in leading to up-gradation of roles of human resource managers [9]. The measures are complicated as well as manageable. These are put into operation in more amount of time or can be less time-consuming and these are carried out on one's own or through working in co-ordination with others. One of the important aspects is, positivity needs to be reinforced in these measures (Instructional Strategies, 2002) [1]. In other words, these are required to be put into operation in a well-organized and satisfactory manner. Therefore, measures to be implemented in leading to up-gradation of roles by human resource managers are, leading to up-gradation of motivation and concentration levels; conducting research on regular basis; augmenting competencies and aptitude; promoting a normal mind-set; coping with different types of dilemmas and challenging situations and carrying out all tasks and activities in a satisfactory manner. These are stated as follows:

D. Leading to Up-gradation of Motivation and Concentration Levels

In order to carry out all types of tasks and activities, it is necessary in leading to up-gradation of motivation and concentration levels. As a consequence, mind-sets of the individuals will be stimulated towards putting into operation different types of tasks and activities. The human resources in all job positions are required to be well-informed in terms of their job duties and responsibilities. Furthermore, they are required to be well-equipped in terms of ways of carrying these out in an efficient and well-organized manner. The human resource managers are meant to impart information among human resources in terms of their job duties and responsibilities. Furthermore, one needs to augment information in terms of different types of techniques and strategies, which are necessary in doing well in one's job duties and generating desired outcomes. In other words, these are referred to the ways of achieving desired goals and objectives. Individuals need to be motivated in order to generate desired outcomes. Therefore, leading to up-gradation of motivation and concentration levels is regarded as one of the indispensable measures to be implemented in leading to up-gradation of roles by human resource managers.

IV. CONDUCTING RESEARCH ON REGULAR BASIS

The individuals are required to conduct research on regular basis through making use of various sources. The different types of sources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources. It is utilized by individuals on a comprehensive basis. The individuals are able to generate

information in terms of all types of subjects and concepts. Furthermore, one is able to obtain answers to all types of questions and clarify doubts in terms of different factors. Hence, individuals, belonging to all fields, i.e. education, arts, literature, science, technology, business, administration, management, medical, health care and so forth are required to conduct research in order to augment knowledge and understanding. The human resource managers are required to put into operation this measure in order to augment knowledge and understanding. In addition, they are able to generate information in terms of techniques, which are efficacious and worthwhile. Therefore, conducting research on regular basis is one of the significant measures to be implemented in leading to up-gradation of roles by human resource managers.

A. Augmenting Competencies and Aptitude

The human resource managers are required to put emphasis on augmenting competencies and aptitude. The different types of competencies and aptitude are put into practice within the course of putting into operation different types of job duties and responsibilities. Hence, individuals need to ensure, these are facilitating in generating desired outcomes. The human resource managers are putting emphasis on leading to up-gradation of different types of skills and abilities among their employees. One of the important aspects is, communication processes needs to take place in an effective manner. Furthermore, employees need to put emphasis on leading to up-gradation of listening skills. These skills are facilitating in augmenting information in terms of different types of subjects and concepts. Furthermore, one will be able to obtain answers to all types of questions and clarify their doubts. Hence, it is well-understood that augmenting competencies and abilities is essential in carrying out various types of tasks and activities in a satisfactory manner. Therefore, augmenting competencies and aptitude is an expedient measure to be implemented in leading to up-gradation of roles by human resource managers.

B. Promoting a Normal Mind-Set

The human resource managers do get overwhelmed by the psychological problems of anger, stress, anxiety, frustration and depression. Within the course of putting into practice their job duties and responsibilities, they undergo number of problems and challenging situations. These are experienced in a major or minor form. The human resource managers are required to be well-informed in terms of ways of coping with these problems in an adequate manner. The promotion of a normal mind-set will be facilitating in carrying out all types of tasks and activities in a well-organized manner. One of the important benefits is, individuals will be able to contribute efficiently in honing analytical, critical-thinking and problem-solving skills. These are the skills, which are facilitating in carrying out all types of tasks and activities in a well-organized manner. Furthermore, this will be facilitating in augmenting the feelings of pleasure and contentment. Hence, throughout their jobs, they need to put emphasis on reinforcing a normal mind-set. Therefore, promoting a normal mind-set



is an eminent measure to be implemented in leading to up-gradation of roles by human resource managers.

C. Coping with Different Types of Dilemmas and Challenging Situations

The individuals need to carry out different types of tasks and activities. They do get overwhelmed by different types of dilemmas and challenging situations. These are related to job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of different types of subjects and concepts, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The human resource managers are vested with the authority and responsibility of providing solutions to different types of problems and challenging situations in a satisfactory manner. They need to support and help their employees in order to cope with different types of dilemmas and challenging situations in a satisfactory manner. As a consequence, they will be able to do well in their job duties and generate desired outcomes. Therefore, coping with different types of dilemmas and challenging situations is a renowned measure to be implemented in leading to up-gradation of roles by human resource managers.

D. Carrying Out all Tasks and Activities in a Satisfactory Manner

Carrying out all tasks and activities in a satisfactory manner is regarded as one of the major goals of individuals, belonging to all job positions in the hierarchy. Hence, in order to achieve this goal, they need to augment information in terms of methods and procedures. Furthermore, they are required to inculcate the traits of morality, ethics, diligence and conscientiousness. The human resource managers are meant to impart information among human resources in terms of the factor that they are required to carry out their tasks and activities in a satisfactory manner. Furthermore, one needs to augment information in terms of different types of techniques and strategies, which are necessary in doing well in one's job duties and generating desired outcomes. In other words, these are referred to the ways of achieving desired goals and objectives. Individuals need to be motivated in order to generate desired outcomes. As a consequence, they will meet the expectations of individuals in leadership positions. Therefore, carrying out all tasks and activities in a satisfactory manner is a useful measure to be implemented in leading to up-gradation of roles by human resource managers.

V. CONCLUSION

The human resource managers promotes enhancement of human resources. Roles of human resource managers are, making wise and productive decisions, honing analytical and critical-thinking skills, imparting information regarding job duties and responsibilities, generating information regarding methodologies and procedures, utilizing pioneering methodologies and materials, augmenting skills and abilities, providing solutions to problems and

challenging situations, taking out time for all tasks and activities, managing resources, providing infrastructure, amenities and facilities and creating amiable and pleasant environment within workplace. Measures to be implemented in leading to up-gradation of roles by human resource managers are, leading to up-gradation of motivation and concentration levels, conducting research on regular basis, augmenting competencies and aptitude, promoting a normal mind-set, coping with different types of dilemmas and challenging situations and carrying out all tasks and activities in a satisfactory manner. Finally, it can be stated, human resource managers are contributing efficiently in leading to progression of overall organizations.

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