



Richard Foster, 2008

Specialist in Human Resources

Median Yearly Income (2010): \$58,068

Specialists in human resources develop, implement and evaluate human resources and labour relations policies, programs and procedures and advise managers and employers on personnel matters.

WHAT YOU DO

In the oceans technology sector, specialists in human resources help companies succeed by managing people within the organization. Specialists in human resources represent both management and employees fairly, equally, and respectfully. They deal with diverse issues such as hiring, wage structures, performance management and collective agreement negotiation, and controversial decisions such as downsizing.



Ocean Technology Council of Nova Scotia, 2015

WHAT YOU NEED

- ❖ Excellent interpersonal skills are essential;
- ❖ You must have effective oral and written communication skills ;
- ❖ Strong organizational skills;
- ❖ Capable of analytical and logical thought; and
- ❖ Negotiating skills and research skills are also important.



Specialists in human resources perform some or all of the following duties:

- ❖ Advise managers and employees on the interpretation of personnel policies, compensation and benefit programs and collective agreements;
- ❖ Research and prepare occupational classifications, job descriptions, salary scales and competency appraisal measures and systems;
- ❖ Plan and administer staffing, training and career development, employee assistance, employment equity and affirmative action programs;
- ❖ Manage programs and maintain human resources information and related records systems; and
- ❖ Hire and oversee training of staff.

Specialist in Human Resources

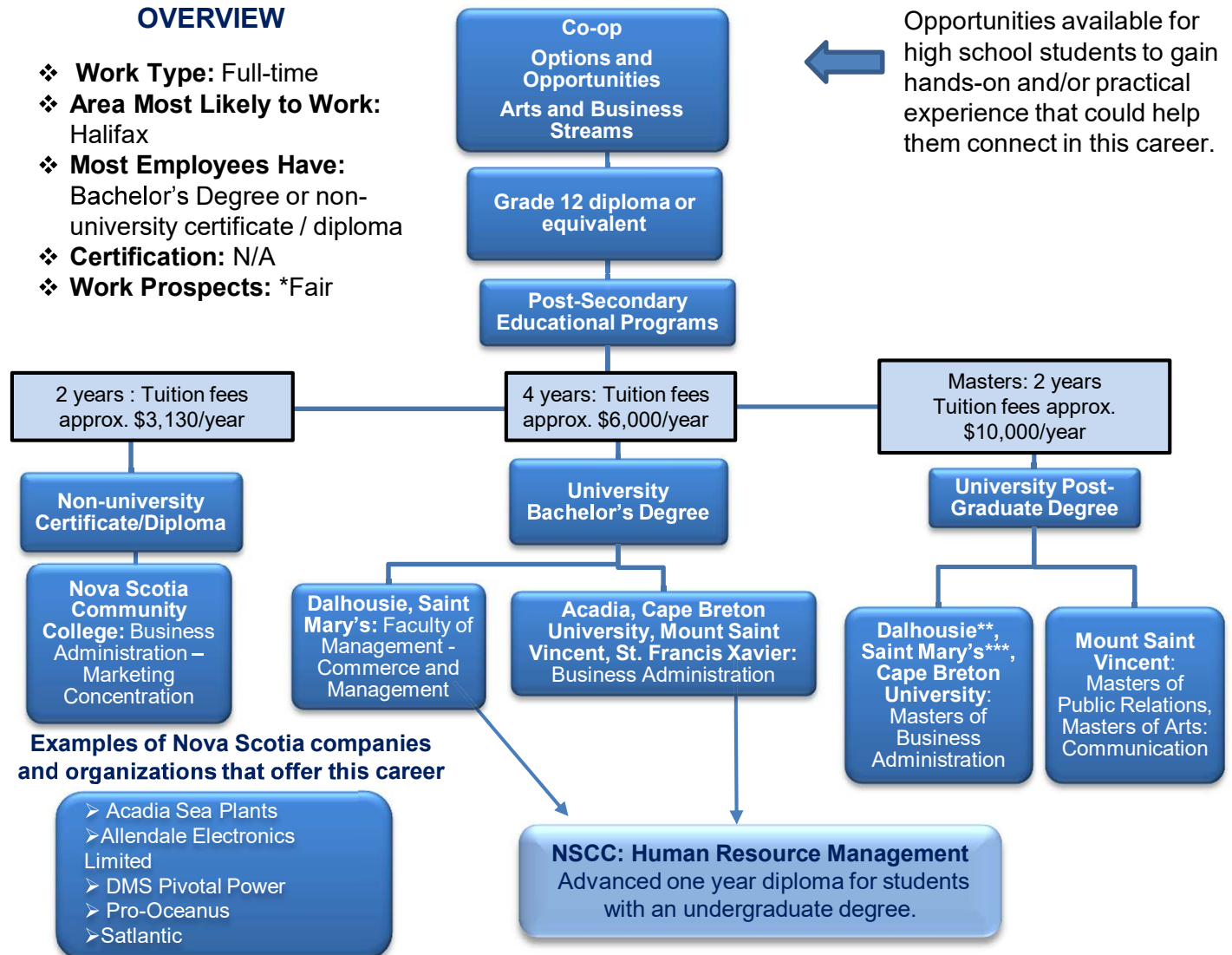


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CAREER PATHWAY

OVERVIEW

- ❖ **Work Type:** Full-time
- ❖ **Area Most Likely to Work:** Halifax
- ❖ **Most Employees Have:** Bachelor's Degree or non-university certificate / diploma
- ❖ **Certification:** N/A
- ❖ **Work Prospects:** *Fair



References and Resource Links

- *The employment outlook over the next few years for this occupational group is “fair”, which indicates the chances of a qualified individual finding work is around average
- ** Dalhousie University's Masters of Business Administration is a Corporate Residency 2 year program (Tuition fees approx. \$23,000/year)
- *** Saint Mary's Sobey School of Business offers a PhD in Business Administration (4 year program)
- Careers Nova Scotia (<http://careers.novascotia.ca/>)
- Create your career plan (careeringear.nsc.ca)
- Human Resources Association of Nova Scotia (<http://www.hrans.org>)
- 1121 national occupation classification (<http://www30.rhdcc.gc.ca/CNP/English/NOC/2006/QuickSearch.aspx?val65=1121>)