**Human Resources (Function & Roles)**

You may find some of the links below useful for this task

<https://my.matterport.com/show/?m=xRG43QaDVQb/>

<https://youtu.be/cbz4GdrFYU0>

<https://www.youtube.com/watch?v=nim7yJQUBAY>

<https://youtu.be/ozUDjnztwcw>

Human Resources (HR) make sure that colleagues both on the frontline and behind the scenes are fully supported and able to do their jobs. HR staff within Mersey Care are based at our headquarters.

Click on the link below to find out more and then answer the following questions:

[Human resources staff | Health Careers](https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/human-resources-staff)

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| List some key functions of the HR department (at least 4) |
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| What different job roles are available within the HR department? |
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| What key skills do you think are required to work within the HR department? |
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| What hours and or shift patterns would you expect to work within the HR department? |
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| What salary range can you expect within an NHS HR Department? |
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| One of the job roles within the HR Department is a Human Resources Office. Click on the following link to explore the role of the HR Officer [Human resources officer job profile | Prospects.ac.uk](https://www.prospects.ac.uk/job-profiles/human-resources-officer) and then write below what you think a typical day would look like for someone carrying out this role: |
| **A day in the life of a HR Officer……** |