

Analysis of job advertising for HR specialist positions in Finland vs UK

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Degree programme International Business	
Report/thesis title Analysis of job advertising for HR specialist positions in Finland vs UK	Number of pages and appendix pages 30 + 8
<p>In the global business environment, organizational efficiency is very reliant on a company's ability to manage its human resources. Human resource management is one of the most crucial elements of today business, which makes it a very interesting topic to study. As the demand in HR competence sets to increase, so does the need to recruit qualified experts. The purpose of this thesis was to study the recruitment as a function of Strategic Human Resource Management, examine the steps involved in the hiring process, and do a comparative review of HR positions advertised online.</p> <p>The theoretical part of the study goes through consecutive historical milestones of Human Resource Management and describes what kind of job functions were performed in different periods of economical advancements such as to demonstrate a more complete picture of how HR profession was born and progressed as time went by. Besides that, a few of HR specialist job duties are described to assist a reader with a better understanding of the empirical part of the study.</p> <p>The empirical part of this research contains an in-depth comparison of several job positions for various HR specialists in Finland and the UK. A qualitative research method was chosen for this study as the most suitable for the collected data analysis. The data collection was carried out by inspecting the results of the job search using EURES job search portal.</p> <p>The outcome of this research is a comparative analysis of job advertisements for different HR specialist positions advertised in Finland compared to the ones advertised in the United Kingdom. The result of the study includes a set of practical advices for people who aim to obtain a job within HR field of occupation.</p>	
Keywords Human Resource Management, Recruitment, Vacancy, Job Search, HR Career, EURES	

Table of contents

1	Introduction	1
1.1	Research Problem and Research Question	1
1.2	Demarcation	3
1.3	Key Concepts	3
1.4	Benefits.....	4
2	Job advertisement and recruitment process	5
2.1	People Management as a Profession Through History.....	5
2.1.1	The Origins of Employee Management	5
2.1.2	Labour Management	6
2.1.3	Traditional Human Resource Management	7
2.1.4	Strategic Human Resource Management.....	7
2.2	Types of Human Resources specialists	8
2.3	Recruitment process	10
2.4	Analysing a Job Description	13
3	Research approach and methods	15
3.1	Research Method.....	15
3.2	Data Collection Process.....	15
3.3	Data Analysis Process	17
3.4	Validity and Reliability	18
4	Results and discussion.....	19
4.1	HR Assistant	19
4.2	HR IT Manager	21
4.3	Recruitment Specialist	22
4.4	HR Manager	25
5	Conclusions and recommendations.....	27
5.1	Conclusion to Research Results	27
5.2	Evaluation of Thesis Process	28
	References	29
	Appendices.....	31
	Appendix 1. Workforce IT System Manager position description	31
	Appendix 3. Recruitment Specialist position description	33
	Appendix 4. Recruitment manager position description	34
	Appendix 5. HR Manager position description	35
	Appendix 6. HR Manager position description	36
	Appendix 7. HR Assistant position description	37
	Appendix 8. HR Assistant / HR Trainee position description.....	38

1 Introduction

To begin with, the introductory chapter will give an overview of contents of this thesis, such as the scope, research questions, the importance of the chosen topic, demarcation criterion, key concepts and the outcome.

Human Resource Management is a set of managerial activities and tasks concerned with maintaining and developing qualified labour force in such ways that would contribute to business effectiveness.

The role of Human Resource Management is remarkably crucial in the operation of any company that employs people as it makes a significant contribution to the organization's culture, staffing and development. Regardless of the size of a business, the human resources play a fundamental role in developing a company's strategy as well as handling employee related activities of an organization.

Many successful organizations allege that employees are their most important asset, and that the effective management of human resources is pivotal to their business success. This boosted an increase in human resource management positions in many countries across the world. (Heathfield 2016)

It goes without saying that studying Human Resource Management would open lucrative career opportunities. Career experts forecast the number of HR jobs to grow in the future and the average income for careers in HR to be above the national average. For these reasons, many people started questioning how to break into a career in Human Resources.

1.1 Research Problem and Research Question

As the demand in HR expertise continues to rise, so does the need to recruit qualified specialists. For a someone who possesses a genuine interest in Human Resource Management and aims to secure a position within this field, it is undoubtedly important to research the job market for future career prospects. In this study, I aim to review the HR vacancy advertisements in both Finland and the UK. The main goal of the thesis is to make a comparative research between positions found using job searching platforms.

The research question can be worded as: What are the key differences between job advertisements for HR specialist positions in Finland vs UK? The research question can be divided into investigative questions as follows:

IQ 1. What are the features of HR job ads in Finland?

IQ 2. What are the features of HR job ads in the UK?

IQ 3. What are the differences and similarities between HR job listings in Finland compared to the UK?

IQ 4. What recommendations can be given to a person seeking to secure a job within HR domain in Finland and the UK?

Table 1. Overlay Matrix

Investigative Question	Theoretical Framework	Research Methods	Result (Chapter)
IQ1. What are the features of HR job ads in Finland?	Analysis of the state of HR job market in Finland	Published articles, survey, expert opinion, desktop research	4, 5.1
IQ2. What are the features of HR job ads in the UK?	Analysis of the state of HR job market in the UK	Desktop research, published articles, survey	4, 5.2
IQ3. What are the differences between HR job listings in Finland compared to the UK?	A comparative study focused on finding the differences and similarities between job ads for HR positions in Finland and England.	Desktop research, published articles, survey	4, 5.3
IQ4. What recommendations can be given to a person seeking to secure a job within HR domain in Finland and the UK?	Analysis of publicized job advertisements.	Desktop research, published articles, personal evaluation	5.4

Since the comparison of job listings will be between Finland and the UK, the topic of my thesis should fulfil the necessary requirement of International Business Programme.

1.2 Demarcation

The thesis concentrates solely on the importance of the job advertising stage of recruitment for specialists within HR field. Hence, only theory that would support the research will be presented. The research draws attention to the importance of profiling a job position. Other aspects of the recruitment process will be not given attention as much.

As it does not deem possible to provide a global perspective on this issue, the study will focus on two countries: Finland, as the country where I aim to secure a position in HR field and thus interested to study the job market and the UK, the country where Human Resource Management is particularly developed and has a dedicated culture of HRM.

1.3 Key Concepts

In order to facilitate the understanding of the issues discussed in this thesis a brief explanation of key concepts is provided.

Recruitment is a process of searching, attracting, selecting and hiring new people for a company. As seen, the recruitment process is broken down into several stages. The first stage involves looking for potential job candidates on different sources. The next stage is reaching out to them and attracting suitable candidates. As soon as sufficient number of applications is received, the selection process starts. Once the all applications are screened and processed the most suitable candidate is hired and integrated in the organization.

Human Resources is a term that refers to labour management activities. Some of the activities include hiring and dismissing employees, managing employee communications, resolving employee disputes, managing benefits programs, implementing government regulations, handling with legal issues such as sexual harassment and occupational safety. By and large, HR doesn't consist of a single function, but a large system of duties. (Thunguyenha's learning blog 2017).

HR specialist is a person who is responsible for various tasks within the HR department. Working under a HR manager, the HR specialist focuses on a specific task or role such as payroll, benefits, training, compensation, recruiting, and customer service for employees. The HR specialist assists with daily operations of the HR department. (Heathfield 2017).

Vacancy is a job that is available in a company and needs to be occupied.

Job advertisement is an announcement about an open vacancy. Also known as job listing, recruitment advertisement, job posting and such. The purpose of a job listing is to tell about a position available and encourage qualified candidates to apply for this position.

Position description is also called a job description. It describes the vacancy and asks potential job applicants to apply. The position could be posted on a job posting board, or on the company's web site.

1.4 Benefits

The outcome of this study is a comparative analysis of job advertising for HR specialist positions in Finland versus job advertising for HR specialist positions in the UK. This would be useful for companies who struggle to find and attract the right people for HR positions they aim to fill. The result of the study will contain some practical guidelines for job advertising for HR positions. In addition to that, the study would be beneficial for students who would like to apply for HR positions and who would like to know more about the requirements for these positions.

The theoretical research will be followed by an empirical study in form of a desk research. This procedure will include browsing through recruitment and job websites that offer HR positions in both Finland and the UK. Afterwards, a qualitative analysis of job advertisements will be conducted to produce the overall perspective of a job advertisement for HR positions situation in both Finland and the UK.

2 Job advertisement and recruitment process

In the first part of this thesis, I will rely on theoretical type of research in order to study about job advertising, its components and what are the stages of analysing a job ad an individual need to go through to understand whether he or she is a suitable candidate and whether this position is of his or her interest. Besides, several historical spotlights will be addressed to form a perspective of HR profession known today. The thesis will shed light on the importance of employer branding in attracting potential job candidates.

2.1 People Management as a Profession Through History

It goes without saying that Human Resource Management did not occur out of nowhere. The following chapters will explain how employment relationship and labour management were conceived and progressed through history into something that people study and apply in their professional environment these days.

2.1.1 The Origins of Employee Management

One of the earliest trace of Human Resource Management is considered the working arrangements between craftsmen and their apprentices during the pre-industrial era. The arrangement was usually that an apprentice would live in the common place of his master and the master took care of his apprentice. This fact constitutes one of the first employment relationships. (Nayab 2011.)

Afterwards, when the industrial revolution fostered the process of manufacturing and the small-scale production turned into large factories, where thousands of workers were employed and worked up to 16 hours per day. The rigorous working conditions in factories resulted in employee strikes and the government took action to protect employees and provide fundamental human rights and the work safety for workers. This, in turn forced factory owners to arrange a formal procedure to address issues concerning labour. At that time, the function of HR was to ensure that working conditions comply with governmental regulations. (Creative HRM)

One of the earliest academic evidence of labour management is considered the book "The Wealth of Nations" by Adam Smith (1776). In his book, he introduced the concept of Division of Labor. The concept lies in the fact that a job can be done much more efficient through distribution of work and he proposed that work should be broken down into smaller steps. This concept provided with several advantages. First and foremost, this would foster the development of employee skills. Secondly, it would help save more time.

Thirdly, it would help develop the manufacturing processes. The concept described in "The Wealth of Nations" was applied by Henry Ford in his factory to stimulate productivity. (Nayab 2011.)

2.1.2 Labour Management

Later on, in the early 20th century as the result of the increased competition and the requirement to comply with governmental orders pushed factories to address more labour related issues such as employee absenteeism and high people turnover. The dominant philosophy during this period was that employees would accept rigid standards and work faster if provided better training and more wages. Around that time, Frederick Winslow Taylor noted that labor was one of the prevailing factors in productivity output of manufacturing processes. He named his discovery with a term "scientific management". This observation in turn contributed to the conception of Human Resource Management as a dedicated field.

Those days employees were considered primarily as a tool to increase the productivity output. Providing occupational training with more competitive wages, it minimized riots by also blacklisting trade union members and pressuring employees not to join those unions.

Labour management became more crucial after World War I and the Great Depression. The needs of wartime production had led to enactment of several provisions to ensure that issues related to wages or working conditions did not hinder production. Some of the social security measures introduced after of the Great Depression was the National Labor Relations Act that granted employees the right to form unions and bargain collectively, and introduced unfair labour practices. Afterwards, unions started to challenge the fairness of Taylor's scientific management theories, urging employers to take a more behavioral-oriented approach. Trade unions evolved and significantly contributed to the improvement of the role of employees in the company. Labour programs then expanded to include new benefits such as health benefits, vaccinations, holidays, housing allowances, and similar measures. As a consequence, the responsibilities of personnel department expanded and it started handling all new workforce related issues, such as benefit management and the compliance with the newly introduced legal requirements.

World War II increased the importance of manufacturing, and with the majority of workers being away in war, the workforce began to include the female employees and workers of other cultures. This led to the foundation for a multicultural workforce, and along with it, new challenges for the human resource management. (Nayab 2011.)

2.1.3 Traditional Human Resource Management

Traditional HR management was formed in the latter part of the 20th century. The post-WW II era brought a distinct change in Human Resource Management. During this era new technological advancements stimulated the growth of multinational corporations, which in turn contributed to even more globalization. Not only this, but also the generation of better educated baby boomers induced concepts such as human rights and self-actualization.

In 1984 the Michigan Model, also known as "Hard HRM" was proposed. This model respects employees as a valuable resource, to be used sparingly, obtained cost effectively, and developed to maximize organizational interests. It captured the spirit of that time and turned into a foundation of traditional human resource management.

During the traditional human resource management era the functions of HR department mainly included creating organizational policies, crafting contracts and guidelines, and making efforts to enhance employee performance to achieve organizational goals. (Scheid. 2011.)

2.1.4 Strategic Human Resource Management

As time moved forward, Human Resource Management developed under the influence of external factors that shaped organizational structure. Some of these factors are technological advancements, globalization, gradual reduction of governmental regulations of the economy and many others. Having to operate in the competitive environment, these factors fostered companies to align their corporate structure into something that we have today. The new business environment combined with the increased use of computers has largely reshaped the way of doing business, and workforce management was also subject to change. The increase of service-oriented firms, the increase of more women in the workplace, and other changes all made outmoded the traditional approaches of people management.

Contrary to the attitude of the beginning of 20th century when employees were considered as a chain in the industrial machine, the radically skilled workers of these days control the machines, and as technology becomes more available, the skill of such workers turns into the major source of competitive dominance for companies. The human resource department tries to retain such knowledgeable workers by supporting the conducive work environment, communicating objectives clearly and facilitating innovation.

The "Harvard Model" of HRM underlines the strategic human resource management approach, which advocates leading people through communication and motivation rather than ruling them. This approach views employees as intangible assets, far more valuable than resources. The move from traditional to strategic human resource management remains the current trend.

These days, functions of Human Resource Management are not limited to hiring, training and compensating people. They also include employee and labour relations, managing safety and wellbeing at work, developing HR policies and implementing them. As the complexity of the job rises, companies are facing the challenges of finding and attracting the right people, who would possess the right skill-set and qualifications needed to perform the job.

2.2 Types of Human Resources specialists

Before diving head first into the job analysis, it should be mentioned a forehand what different types of HR positions exist. Depending on the company, a HR list of responsibilities can include everything from recruiting to training and benefit management, or it can focus on a single specialty. A smaller organization might have just one human resources manager, whereas in larger corporations, human resources management duties are shared among several specialties, including employment; compensation and benefits; recruitment; training and labour relations.

For the purpose of the study I would like to outline the most common HR specialist positions with brief descriptions as commonly searched on the job boards:

Human Resources Officer – a general HR role that focuses on the company's objectives of the development and implementation of employee policies. Depending on the size of the company this position can encompass a wide range of HR related activities.

Human Resources Information Systems Specialist – also known as HR IT specialist. This position is mainly associated with designing and implementing information and communications systems. When working in this position, one is expected to have the necessary knowledge of IT equipment and the know-how of technical software design. Experience with Information Technology is crucial for this role, and possibly the Business degree is also needed to fill the industry's skills gaps.

Human Resources Manager – is a manager who oversees the work carried out by HR department. HR managers are usually seasoned HR professionals who have experience in executing different functions of HRM. Moreover, HR managers may serve as a link between the management of a company and other HR officers. (Heathfield 2017)

Human Resources Consultant - HR consulting specialist. Typically refers to a specific area of management consultancy. HR consulting specialist role is mainly about providing with a consultancy service to improve the business processes involved in the management of a company's employees, when a company aims to accomplish business advantage and improve performance. Usually HR consultants are expected to have a vast experience in different areas of business management. They work with a company to ensure that HR department has the necessary procedures and guidelines implemented. A company may hire a HR consultant when it seeks advice concerning an organisational change or to ensure the business is positioned to meet future challenges.

HR Development Specialist – also known as Training and Development specialist. These people usually deal with training and instruction of employees, as well as the advancement of organizational effectiveness. The responsibilities of HR development specialists may include conducting surveys of an organization's personnel and make use of their findings to design and implement training and organizational development procedures.

Talent Acquisition Specialist – specialists in this role will deliver full cycle recruiting, which means sourcing, screening and preparing candidates for interviews with the respective managers. In some cases, Talent Acquisition Specialist will conduct final interviews themselves and might even prepare job offers. They usually represent the company during the recruiting process, so they should ensure positive candidate experiences from the initial job application to the final on-boarding process. Talent Acquisition Specialist should maintain awareness of competitor practices, recruitment standards and industry trends. (Casciotti 2017)

HR Legal Counsel – also known as employment attorney. It is a specialist who deals with the legal practicalities in the labour relations field. Common duties may include filing a lawsuit, document Preparation and review. Employment relationships are documented in many ways, including contracts, non-disclosure clauses, employee handbooks, accommodation requests, benefit summaries, disciplinary documentation and many other agreements. These documents must comply not only with a number of governmental laws, but also with the guidance from regulatory agencies and trade unions.

HR Assistant – is a type of human resources personnel whose duty is to assist other HR officers with their functions and responsibilities. The HR assistant might have to work closely with both individual employees and other HR managers. (Heathfield 2016)

2.3 Recruitment process

As stated earlier recruitment refers to the process of searching, attracting and employing the most qualified candidates for a position opening, in cost-effective and timely manner. The hiring process involves analysing the requirements of a job, attracting candidates, screening applications, hiring, and integrating new employee to the organization.

Recruitment and selection process is basically a series of matching tasks between the job opening and a suitable applicant. Therefore, the process of recruitment and selection is about attracting and placing the right candidates for a specific job within an organization. There are many ways a company can approach this process, below I'll present the one I find most relevant.

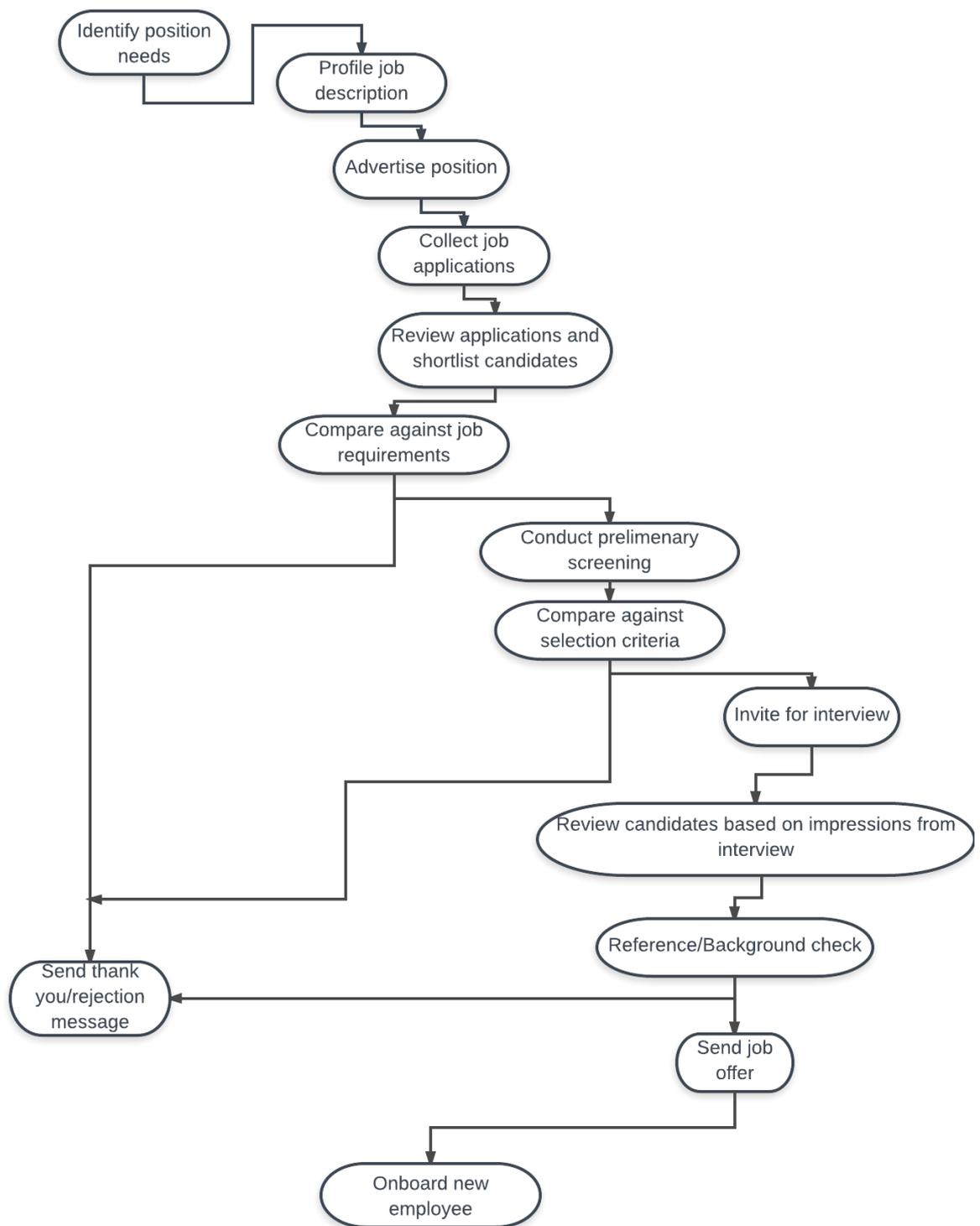


Figure 1. Recruitment process chart. (Williams 2017)

With the reference to Figure 1, the recruitment process can be essentially broken down into seven stages:

Identifying recruitment needs. The very first step in the recruitment process begins with identifying a need for a certain position. There can be various reasons behind this – a projected company growth, gap in the production process, employee replacement etc. When

it is clear that a new position is needed, it is important to evaluate the core competencies required and those which may be needed in the foreseeable future.

Profiling job description. Once the recruitment needs are identified, a recruiter should start crafting a job or a position description. A position description is the key to a successful hiring process. It also can be used to develop interview questions. A clear job description should be written clearly so that candidates understand what is required of them. (Heathfield 2016.)

Job advertising channels. Referrals from existing employees, Employer web sites, Internet Job Boards, Trade magazines, Social media sites, Web Recruiters, Networking. These channels can be categorized into internal and external sources.

Internal sources: refers to searching to fill the gaps from within the company. An example of internal recruiting can be a job posting in intranet, rehiring, and promotion.

External sources: since it is not always possible to find candidates from within the company, recruiters often have to search for new employees elsewhere. most common options here are: employment and career centres, recruitments agencies, social media websites, job boards, career or industry related fairs. (Warner 2014.)

Applications review. Once the position has been posted, candidates will start sending their applications. Decent candidates should highlight how their previous job experience aligns with the advertised position. Even though when a recruiter went through all application, he/she needs to inform all applicants about the status of their application and do not keep them waiting for long time.

Interviewing applicants. It is considered to be one of the most important part of the hiring process because this is a time when a hiring manager gets to chat with the candidate to see if he or she is a right fit for the position. Moreover, a recruiter should take this opportunity to find out more about the applicant's communicational skills, abilities and personality in order to see if they would fit with the company culture. It will be useful to prepare a list of interview questions, which will make the interview session much more structured.

Reference/Background check. Background checks can help to identify and filter out those candidates who have provided false information about their applications and might

possess a risk of violence or crime. Companies doing background checks are generally seeking information that will give insight into an employee's general character and suitability for a particular job.

Onboarding employee. The last part of the recruitment process is onboarding. This stage is not always done by the HR manager. Nevertheless, it is often arranged by the HR department as it will be the first point of contact for the new hire.

2.4 Analysing a Job Description

A job description is a part of a job advertisement that contains a narrative description of advertised position. Such description usually outlines the skills and qualification required to perform a job, describes the set of responsibilities and tasks that a potential candidate would need to perform, and may include a salary range.

The primary purpose of a job advertisement is to attract job seekers to apply for a position. It allows a job seeker to get insights into the companies that are recruiting and which industries are expanding. Job seekers should analyse job advertisements carefully to identify the specific needs of a prospective employer to ensure that their CVs and background match the needs. The ability to effectively analyse and judge a job description will give the job seeker an opportunity to better evaluate if the position is right fit for him/her.

Conducting a research of the job market requires reviewing an immense number of job postings. While some of them might be well written and provide quality information, others will tell very little about the employer's needs. Hence it is crucial to get a better understanding of a job description analysis. The main questions involved in position description analysis are:

1. What is the overall role of the position within the company?
2. What skills, experience, qualifications, are "crucial" for the position?
3. What skills, experience, qualifications, are "beneficial" for the position?
4. What are the important needs and how will the position address them?
5. What are the potential challenges of the role and what is necessary to overcome them?
6. What kinds of opportunities does the position provide?
7. What are the keywords in the job description?

Job advertisements can be written by a hiring manager or a recruiter. However, it is typically a recruiter who receives and screens applications. Taking this into account, one

should make sure that his/her resume will make a recruiter feel assured that a candidate is qualified. (Young 2010)

The main components of a job advertisement are the following:

- **Job title** - A job title is indicative only and may not reflect the true title.
- **Headings** - Good job ads have headings and summary texts which help to attract candidates. They are used to describe the purpose of the role.
- **Industry** – Job descriptions are usually brief. Often it is not clear what kind of industry the position is advertised.
- **Level** - A level should be clearly indicated. An applicant should make sure to understand the challenges of the role and match it to personal career goals.
- **Filters** - filters are used to eliminate applicants. Good job ads will have 'preferred' and 'essential' requirements. It helps applicants how they can meet the 'preferred' requirements and maximise their chances of landing a job.

(Charles van Heerden 2009)

3 Research approach and methods

The scope of this chapter is to introduce a reader to the design of this study, methods used in the research and the reason behind choosing these methods. This chapter contains the empirical part of the thesis. Successful research requires good research methods that can be found in many forms, such as observation, survey, interviews or experiments. Each method is unique and requires understanding of the strengths and weaknesses of that particular method, in order to choose the most suitable option for the collected research data.

3.1 Research Method

It should be mentioned in the first place that there are mainly two research methods to choose from, qualitative and quantitative. Quantitative research focuses on numerical data which can be transformed into statistical analysis. Quantitative research methods include for example, surveys and questionnaires. Qualitative research focuses on the interpretation of languages, studying the meaning of people's lives in real-life conditions. Qualitative research method can be any valid technique in order to capture the words of others, these methods include in-depth interviews, observation and journals. It is not uncommon for qualitative research method researchers to use various methods when gathering data. The difference that separates the two research methods is the way the data is analysed. Both quantitative and qualitative researches can also be used together in a single study. However, in this particular research, I have only used a qualitative research method. This decision was based on the fact that qualitative research methods are more diverse and varied. Qualitative research aims to go especially deep to the core of the problem.

Collecting data in qualitative methods can be done in many ways. For this particular study, a desktop survey was chosen as the most applicable method. A desktop survey can be conducted in a myriad of various ways. It can serve for both qualitative and quantitative research methods and the outcome can greatly vary depending on the size the research sample.

3.2 Data Collection Process

Data collection process for this research is conducted by studying the results of the job search for select positions. As discussed previously there are multiple ways how companies can reach out to prospective job applicants and advertise their positions. Despite that, I had to choose an online job board to look for HR positions. Since there are a lot of

different job sites and job search engines available on the web, it became apparent that I would need to further narrow the selection of job sites. It was clear that a job search engine need to contain vacancies for HR positions. Ultimately, to minimize research bias, the website should feature positions in both Finland and the UK. This, in turn, would help to make a better, clearer comparative analysis between vacancies for the same positions.

One of those job sites is EURES – The European Job Mobility Portal. EURES stands for European Employment Services. It is a cooperation network formed by public employment services - an agency of the European Union, which was organized to facilitate employment mobility among the EU member states and maintain a database of jobs.

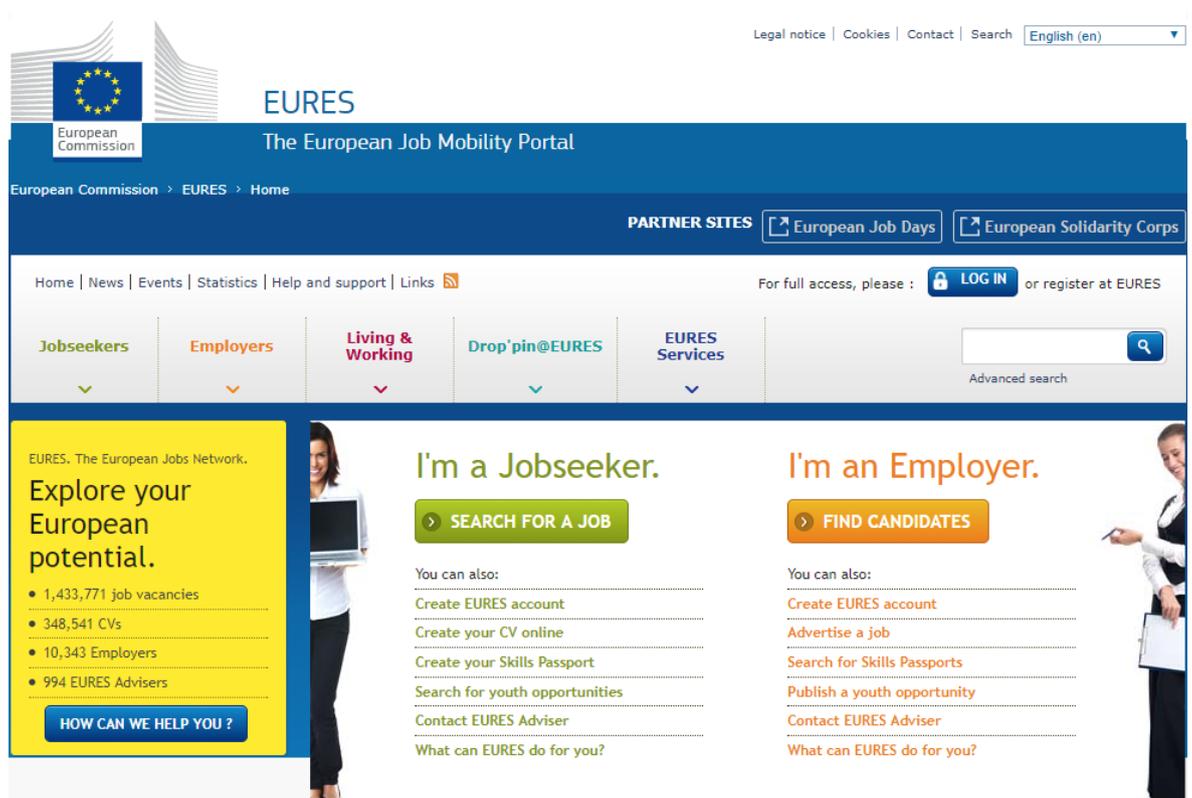


Figure 2. Main page of EURES. (The European Job Mobility Portal 2017)

As illustrated in figure 2, EURES runs a website that is intended for both, employers and jobseekers. Jobseekers can sign up for EURES account, create a CV online, look for youth opportunities, create Skills Passport and contact EURES Adviser.

Likewise, employers are also able to create EURES account, advertise a job, search for prospective candidates, search for Skills Passports, publish youth opportunities and contact EURES Adviser.

3.3 Data Analysis Process

Analysing qualitative data from a research is challenging but necessary task in the research process. When it comes to data analysis in qualitative research, there are different forms of analysis that can emphasize different patterns within research data and answer specific research questions.

In this thesis, I will rely on thematic analysis to properly process and evaluate the collected data. Thematic analysis is a widely-used qualitative data analysis method. The principle behind thematic analysis is to identify patterns of meanings across a set of data that would give an answer to the research question. One of the advantages of thematic analysis is that it's theory-agnostic. This means it can be used in different frameworks, to respond to a wide range of different types of research questions.

Thematic analysis involves a several-phase process:



Figure 3. Thematic analysis steps.

As seen from figure 3, thematic analysis can be broken down into six phases. The first step is called data collection. During this step, a researcher gets to know the data collected from sources. In the scope of my research, it would be job descriptions advertised on recruiting portals.

The second step is data coding. This step involves detecting distinctive features of data and coding them in a systematic fashion. In the context of my research data coding is the step of finding explicit features in job descriptions that belong to specific criteria for comparison.

The third phase is a theme search, a researcher looks for specific patterns in the coded data. This means doing a low-level analysis of distinctive features found in job descriptions, such as specific numbers, e.g. number of vacation days per annum, compensation, core work hours and etc...

Afterwards goes theme review – reviewing the specific patterns found from the previous step. During this step, I will review the low-level patterns found from the previous step.

The next phase is named 'Theme definition' – categorizing patterns for further analysis. Throughout this step, an analysis of patterns will be conducted. Patterns will be categorized based on distinctive features found in job advertisements.

Finally, summarizing and analysing the findings of the research.

(Komori)

3.4 Validity and Reliability

In regards to qualitative research, validity refers to “usefulness” of the tools, methodologies and collected data. Establishing validity in qualitative research is crucial since the result of the research analysis can be interpreted rather subjectively. Hence, it is important to make sure the results of the research are consistent, applicable and trustworthy.

Since it is impractical to review all available job postings for HR positions due to the volume of work, the methodology of the research was taken into account during the preparation stage of the research.

In quantitative research, reliability refers to of the processes and the findings. In qualitative research, such definition of reliability is rather challenging. Considering the scope of this research, the exact replicability would not be possible, at least for the reason that positions reviewed at the time of the search can filled and will be no longer advertised.

(Leung 2015.)

4 Results and discussion

Overall 8 available positions for different HR specialist positions from companies situated in Finland and the UK were reviewed. The positions were found from the search results given by EURES job mobility portal on 3 November 2017. The search criteria was relatively uncomplicated. The keyword that was supplied to the search engine was “HR”, and the search for open vacancies was done for each country in question separately. As soon as a relevant position was found, the search was done to the other country, to find a matching positing for comparison. The criteria for comparison was rather simple. I compared the advertised job duties, position requirements, contract type and compensation, if specified.



Figure 4. Search results based on active filters. (The European Job Mobility Portal 2017.)

Figure 4 provides with a brief comparison of how many positions were found based on the input criteria. There are 6505 vacancies matching the search criteria available in Finland and 11357 available in the UK. Despite that, it should be noted that positions found within the search criteria are sorted by relevance, which doesn't necessarily mean that all positions will fall into a category of Human Resources positions. Yet, this criterion gives sufficient results to find enough suitable vacancies for the desktop survey.

4.1 HR Assistant

The first position to review was a HR Assistant position. As previously mentioned a Human Resources assistant is a person who assists with the administration of HR-related operations.

The HR Assistant position found in Finland was posted by Trimble Solutions Oy, who were looking for a part time or full time HR assistant or HR trainee for a duration of 12 months. In the UK, the HR Assistant position found was advertised by Vertifi Limited, who were looking for either a full time or part time HR assistant in Denton, Greater Manchester area.

Table 2. Comparison of position specifications for HR Assistant (EURES 2017.)

Location	Responsibilities	Requirements	Contract duration	Compensation
Espoo, Finland	<ul style="list-style-type: none"> Updating and supporting the Global HRIS systems Workday and the global recruitment system Taleo Assisting in recruitment and related activities including onboarding Content creation for HR intranet pages Assisting in coordination of training and development programs Assisting HR organization in the development, implementation and monitoring of HR policies 	<p>Studies in the field of HR, Social Sciences, Economics or Law</p> <p>Excellent office software skills, e.g. Word, Excel, PowerPoint and Google tools</p> <p>Fluency in English and Finnish, written and spoken</p>	12 months (temporary)	Not specified/ TBD
Denton, UK	<ul style="list-style-type: none"> Sourcing and recruitment of staff Undertaking and providing support on the payroll and pension scheme Advising and supporting managers in the conduct of investigations for all ER cases Supporting line management with absenteeism, disciplinary and grievance issues Creating and maintaining accurate personnel records Reviewing and updating company policies and employee handbook in line with current legislation and best practice Undertaking all HR administration duties including, but not limited to: new starter document, employee contracts, offer letters and leaver documents Ensuring HR matters are handled fairly and consistently in line with legal and company requirements Managing HR department autonomously Arranging and coordinating meetings, taking notes and recording action points 	<p>Proven experience of advising managers at a senior level</p> <p>Good understanding and experience of HR in practice</p> <p>Strong communication skills</p> <p>Ability to manage a range of priorities and meet deadlines</p> <p>Knowledge of Sage 50 payroll</p> <p>Advanced knowledge of MS Office/Excel</p>	Permanent	£18,000- £25,000

As seen from Table 2, both job postings are very elaborate and comply with the general guidelines for position descriptions. They both contain a list of the responsibilities and the requirements for these positions. Another noticeable difference was that the position in Finland does require having studies in relevant field, whereas the position in the UK does

not. Besides, the position advertised in the UK, has a salary range specified, whereas the position in Finland does not. Also, working as a HR assistant in Finland would require the knowledge of both English and Finnish.

4.2 HR IT Manager

The next position I searched to compare was a Human Resources IT Manager. To put it briefly, HR IT Manager is a person who is responsible for implementing and overseeing IT services in Human Resources.

The position found in Finland was advertised as Service Manager (HR IT) in Helsinki, the capital area. Although the position is posted by Academic Work Suomi Ab, the work will be carried out as a consultant for their client NCC Finland Oy.

Likewise, in the UK, the position was found in London, within the capital area. The employer is PELC Ltd and they were looking for Workforce IT System Manager. While the position is worded slightly differently, it implies they are looking for a HR IT Manager.

Table 3. Comparison of position specifications for HR IT Manager (EURES 2017.)

Location	Responsibilities	Requirements	Contract duration	Compensation
Helsinki, Finland	<ul style="list-style-type: none"> • Handling overall responsibility for the delivery of defined services according to the service levels agreed with the business service owner • Budgeting and follow-up, tracking and follow-up of SLA's related to the service as well as ensuring compliance and IT security • Supporting all the layers in the delivery from infrastructure to application • Service maintenance and delivery • Supporting processes and proper usage of defined IT processes 	<p>Earlier work with similar tasks</p> <p>Good understanding of business requirements and IT service delivery</p> <p>Fluency in English and local language, both written and spoken</p> <p>Natural curiosity, drive and determination</p> <p>Strong knowledge of different HR systems is considered an advantage</p>	Temporary	Not specified/TBD
London, UK	<ul style="list-style-type: none"> • Act as a Steward for PELC's Workforce IT System, who should be well 	A clear understanding of PELC's business objectives	Permanent	£30,000 – £36,000

	<p>versed with workforce data and systems to support PELC business needs</p> <ul style="list-style-type: none"> • Review and continuously develop plan for PELC Workforce systems, KPI's and dashboards as necessary • Support the general work of the department and wider PELC • Be responsible to liaise to gather the workforce performance data and activity information for internal and external management purposes • Design workflow reposting and recording systems to manage all statutory checking procedures i.e. recruitment checks, employee annual and etc • Investigate data anomalies identified during analyses, instigating correct action as required • Ensure appropriate procedures are in place for testing updates new IT systems and applications to ensure these comply with relevant NHS standards Generate adhoc reports requested by Head of HR/SMT in response to PELC reporting needs 	<p>Be able to devise and implement PELC's HR policies through IT systems in order to select, develop and retain the right staff to meet PELC business objectives</p>		
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With the reference to Table 3, it appears that PELC Ltd. does not have a clear set of requirements for people applying for this position. Meanwhile, Academic Work expects applicants to have some experience working with similar tasks and a knowledge of business requirements in IT service.

Similar to the previous position, the knowledge of a local language is required to work in Finland. However, it is not specified whether it is Finnish or Swedish.

4.3 Recruitment Specialist

Recruitment specialist – is a HR professional who is in charge of the recruitment process, job advertising, employer branding activities and monitoring job market trends.

The position for HR recruitment specialist in Finland was listed by Borealis Polymers Oy, who were seeking for part-time recruiter to join them for a fixed term in January-September 2018.

In the UK, the position of Recruitment manager was offered by Global {M} and is located in London.

Table 4. Comparison of position specifications for Recruitment Specialist (EURES 2017.)

Location	Responsibilities	Requirements	Contract duration	Compensation
Porvoo, Finland	<ul style="list-style-type: none"> Take care of the recruitment and selection process internally as well as externally Ensure a sufficient pipeline of applicants through effective employer branding initiatives and applicable sourcing channels Advise the Hiring Manager on available external sourcing and selection options that could be offered to work with continuous improvement of the Recruitment & Selection process Ensure a smooth, efficient and legally compliant selection process in each step of the recruitment process Support the Hiring Manager and HR Business Partner on the final decision Actively communicate & co-operate with the local HR Service department to ensure a smooth Hiring and On Boarding process Be an active contributor to the global Recruitment team of Borealis 	<p>Bachelor degree in Psychology, HR or a related field</p> <p>Fluent in Finnish and English language, both spoken and written</p> <p>3 to 5 years of experience in the area of recruitment</p> <p>Practical know how of various recruitment channels, interviewing techniques and assessment tools</p> <p>Proficiency in recruitment related IT-system & tools</p> <p>Experience of project management</p> <p>Excellent communication skills</p>	Temporary (Jan 2018 – Sep 2018)	Not specified/TBD
London, UK	<ul style="list-style-type: none"> Oversee the preparation of job descriptions, drafts advertisements and interviews candidates Provide or arrange for provision of training courses Undertake industrial relations negotiations Examine and report on company and departmental structures, chains of command, information flows, etc Evaluate efficiency of existing operations Consider alternative work procedures to improve productivity Stay abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action 	<p>Familiarity with the Asian market</p> <p>Ability to travel to China with ease</p> <p>Mandarin language skills</p> <p>Familiarity with financial markets</p> <p>Exceptional sales, marketing and networking skills</p> <p>Experience of developing relationships,</p>	Permanent	Minimum £35,000

	<ul style="list-style-type: none"> • Work to monthly recruitment targets / KPI's Report sales data and forecasts on a regular basis and meet month end sales deadlines • Monitor competitors to ensure we are remaining competitive and scoping out new opportunities • Work with senior management in order to meet your target and growth plan • Maintain own knowledge of policy changes, funding changes and relevant business expectations for both UK and Asian markets • Attend appropriate networking and employer events to develop new opportunities • Undertake effective Organisational Needs Analysis and co-design and develop workforce development • Evaluate the market landscape (including competitors' strengths and weaknesses) and then scope out opportunities within the Asian and UK markets • Develop propositions, proposals and presentations for clients • Contribute to company's overall business activity including exhibitions and third party events • Leadership and management of a sales team to include motivating and coaching 	<p>influencing and negotiating with employers to secure new business</p> <p>Proven experience of negotiating, winning and closing new business</p> <p>Proven experience of working towards and achieving targets</p> <p>Excellent communication skills – written and verbal</p> <p>Excellent presentation skills</p> <p>Time management and organisational skills</p> <p>Excellent interpersonal and relationship building skills</p> <p>Ability to work supportively within a team Must be flexible with travel and working hours</p> <p>Graduate of a top-tier University with exceptional academic record</p>		
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With regards to table 4, it appears that the recruitment manager position advertised in the UK has far more requirements and responsibilities compared to the one posted by Borealis Polymers Oy. Furthermore, a significant number of responsibilities listed in job position offered by Global {M} goes beyond the scope of typical recruitment manager duties.

Again, as observed the position in Finland does require the fluency in Finnish, written and spoken. Notably, the position listed in the UK requires a knowledge of Mandarin language, in addition to English.

4.4 HR Manager

Another position that was searched for comparison is a Human Resource Manager. This position usually requires having some prior experience in executing HRM functions and an outstanding communication skills.

The position found in Finland was advertised by Amerplast Oy. They were looking to for a HR Manager to join their team in Tampere. The position is permanent.

The similar position but in the United Kingdom was advertised by Adelie Foods, the UK's leading Food to Go business.

Table 5. Comparison of position specifications for HR Manager (EURES 2017.)

Location	Responsibilities	Requirements	Contract duration	Compensation
Tampere, Finland	<ul style="list-style-type: none"> Support management and superiors in their daily and strategic actions and make sure HR policies are in line with objectives and goals of company Manage employee relations, negotiate locally with labour union and work with employee health care Plan and manage effective organization with superiors while taking personnel wellbeing and working conditions into account Manage recruitment, orientation, successor planning, compensation and competence management 	<p>MSc or BSc degree in a business-related field</p> <p>Over 5 years' relevant experience in human resources strong experience of industrial relations & legislation background from industrial business surroundings</p> <p>Independent, hands-on attitude</p> <p>Ability to work under pressure</p> <p>Excellent negotiation skills both in English & in Finnish</p>	Permanent	Not specified
London, UK	<ul style="list-style-type: none"> Work closely with Line Managers in matters of employment law, employee relations, resourcing, staff development and performance management to foster a spirit within the Business Unit which delivers the Peoples Plan Provide support, coaching and training to Line Managers in areas such as Recruitment and Selection, Disciplinary, Grievance 	<p>HR Generalist experience</p> <p>Knowledge of HR including Employment Law and Employee Relations matters</p> <p>Excellent organisational skills with an</p>	Permanent	£32,000 - £38,000

	<p>and Conflict Handling, Communications, Absence Management</p> <ul style="list-style-type: none"> • Plan Key responsibilities • Be involved in the development of the Business Unit HR People • Plan through everyday activities • To understand Group and Site HR objectives and initiatives, and ensure that the day to day HR activities support them • Work with Line Managers to identify and then satisfy key and common Training and Development needs up to and including Middle Managers through Performance Appraisals and PDP's • Support the sharing of Best Practice and to facilitate smarter working through taking an active role in the Monthly HR Meetings • Proactively resource all vacancies in line with the Recruitment policy up to and including Middle Managers 	<p>ability to handle multiple tasks in a fast-paced environment</p> <p>Exceptional team working skills</p> <p>A good knowledge of Word, Excel, PowerPoint and Outlook</p> <p>Excellent written and verbal communication</p> <p>Full Driving Licence, allowing you to drive in the UK</p>		
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As seen from Table 5, the job posting in Finland, unlike the posting by Adelle Foods, specifies how many years of experience is expected from a potential candidate. Besides, a university degree in business field is required for HR Manager position at Amerplast Oy.

As noticed, the position for HR manager in Tampere requires at least 5 years of experience in Human Resources with additional experience in industrial relations & legislation, whereas the position for HR manager in London only asks for HR generalist experience.

Like in previous comparisons, the position in Finland does not specify compensation at all, while it is mentioned that HR manager at Adelle Foods would earn between £32,000 - £38,000 per annum.

5 Conclusions and recommendations

In the final chapter of the thesis, I aim to conclude and summarize the feedback from the completed analysis and evaluate my personal reflection on the thesis process.

5.1 Conclusion to Research Results

IQ 1. What are the features of HR job ads in Finland?

Generally speaking, job advertisements for HR positions published from companies in Finland are more concise and straight to the point. They usually list key responsibilities, which is sufficient to form an opinion about the job.

All HR positions reviewed require to have a relevant university level degree and/or prior experience in a similar occupation. What is more, working as a HR professional in Finland usually requires knowledge of both English and Finnish languages.

Another noticeable feature of job ads in Finland is that none of the companies mention monetary compensation. Overall, the reviewed job ads are in line with the recommended template for advertising jobs. They include all the necessary information about the employer, contact information and how to apply.

IQ 2. What are the features of HR job ads in the UK?

By and large, most of the reviewed position advertisements in the UK are very elaborate. They list every possible responsibility that a potential hire would have to carry out. One remarkable feature of HR jobs advertised in the UK is the fact that they specify the exact salary or sometimes salary range per annum.

Hence, it can be assumed that in order to successfully advertise a position in the UK, the description should contain information about the salary compensation.

IQ 3. What are the differences between HR job listings in Finland compared to the UK?

The main difference noticed between job positions advertised in two countries is that working as a Human Resource specialist in Finland would require the knowledge of not only English, but also Finnish language.

Another important difference is that a salary is not typically mentioned in vacancy advertisements' in Finland and is something that is determined later in the hiring process.

IQ4. What recommendations can be given to a person seeking to secure a job within HR domain in Finland and the UK?

If a someone is interested to get a job in HR field, there are several advices he/she should follow:

1. Degree in business related subject, preferably HR or business psychology – a university degree is a something that is commonly looked in candidate HR professionals.
2. Previous experience – many employers often seek for candidates with previous experience in performing similar duties. If one lacks on-the-job experience, internships is a great way to start.
3. Constantly monitor a job market for new opportunities. Penetrate the hidden job market by building and maintaining relationships with other HR professionals and joining and participating at industry related groups and events.

5.2 Evaluation of Thesis Process

First of all, conducting the comparative research analysing position description provided me with a good insight of the requirements and job duties for different HR specialist positions in both Finland and the United Kingdom. In addition to that, I learn some new valuable information about the conception of Human Resource Management as a dedicated field, studied what types of HR specialists exist and got a better understanding of the steps involved in the hiring process.

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Appendices

Appendix 1. Workforce IT System Manager position description

Job info

Experience required: Between 2 and 5 years

Education skills required: Higher Training, Including Academic

Contract duration: Permanent

Contract type: Full time

Salary: 30000 - 36000 GBP (Annually)

Job vacancy Id: 44626439

■ Workforce IT System Manager - 1 post United Kingdom, LONDON. 28 day(s) ago

Job :Workforce IT System Manager Department: Human Resources, Communication, Training & Development Directly responsible to: Head of Human Resources, Communication, Training & Development; Supervisory responsibility for: HR Assistants, Communication Assistants Other contacts Internal: Head of Department, Recruiting Managers, Members of staff, Other HR teams. Finance Manager External: Sage /Snowdrop -HR & Payroll Support Systems, External Stake Holders , Clinical Commissioning Group, Weebly Website Statutory bodies such as HMRC, ACAS, Solicitors and Official Representatives NHS Pensions Authority Job Summary : This role is to manage and develop the Workforce IT System of PELC and to lead the delivery and Implementation of SAGE/SNOWDROP related changes and interfacing systems at all levels. This role is influential in shaping PELC's Workforce IT system environment. Workforce IT System Manager will liaise with different stakeholders within and outside PELC to Plan, design, develop and implement Workforce IT S systems related changes across PELC based on understanding of AS-IS system and technology available. You will liaise with, but not limited to the Executive Board members, Council Members, HR Manager, Service Line managers, staff members from various department with in PELC and other third party suppliers to lead technology initiatives supporting PELC Workforce IT System. Workforce IT System Manager will lead the IT team to establish and clarify the aims, objectives and requirements gathered from different stakeholders to enhance and support Workforce IT System When developing Business cases and project implementing document To be successful in this role, candidate must have a clear understanding of PELC's business objectives and be able to devise and implement PELC's HR policies through IT systems in order to select, develop and retain the right staff to meet PELC business objectives. Roles & Responsibilities: □ Act as a Steward for PELC's Workforce IT System, who should be well versed with workforce data and systems to support PELC business needs. □ Review and continuously develop plan for PELC Workforce systems, KPI's, and dashboards as necessary to support the general work of the department and wider PELC. □ You will be responsible to liaise to gather the Workforce performance data and activity information for internal and external management purposes. □ In partnership with Head of HR, and Payroll Officer to design work-flow reporting and recording systems to manage all statutory checking procedures i.e. recruitment checks, employee annual, bi-annual professional accreditation, General Medical Council membership, , occupational health referrals, etc. using Workforce database systems □ You will be responsible to providing and analyzing required workforce information for corporate purposes including performance metrics, and produce necessary regular workforce monitoring reports for the Council Members and Executive Management as appropriate. □ Investigate data anomalies identified during analyses, instigating corrective action as required. □ Ensure appropriate procedures are in place for testing updates new IT systems and applications to ensure these comply with relevant NHS standards. □ Generate adhoc reports requested by Head of HR/SMT in response to PELC reporting needs. □ Managing the pProject implementations activities for

Employer:

Partnership of East London Co-operatives (PELC) Ltd

How to apply

Apply online at <https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44626439>

Category: Information and communications technology service managers

Sector: Human health activities

Source: Department for Work and Pensions, Public Employment Services, United Kingdom

Appendix 2. Service Manager (HR IT) position description

Job info

Contract duration: Temporary

Contract type: Part time

Job vacancy Id: 9376506

Service Manager (HR IT) - 1 post Finland, Helsinki-Uusimaa. 25 day(s) ago

We are looking for a Service Manager (HR IT) to join NCC's Nordic team! This position offers you a versatile and changing possibility to learn and grow in an international environment. If you became interested, read more below for further details and apply already today! ABOUT THE ROLE Academic Work is looking for Service Manager to our client NCC Finland Oy. This job is a staffing position, which means that you will be employed by Academic Work and work as a consultant at NCC Finland Oy. JOB DUTIES In this position, you have overall responsibility for the delivery of defined services according to the service levels agreed with the business service owner. This includes service availability and maintenance, process support, budgeting and follow-up, tracking and follow-up of SLA's related to the service as well as ensuring compliance and IT security. In addition, you will be supporting all the layers in the delivery from infrastructure to application. The job includes: Service maintenance and delivery Stakeholder management Supporting processes and proper usage of defined IT processes This position offers you a versatile and changing possibility to learn and grow in an international environment. NCC's core values are honesty, respect, trust and pioneering spirit. With the term, "pioneering spirit," they wish to inspire and encourage both employees and business partners to use an innovative and creative approach. WE ARE LOOKING FOR Our ideal candidate has an applicable educational background and earlier experience with similar tasks. We expect you to be a strong communicator, with a strong drive to develop, innovate and support others. Apply for this position if you have: Earlier work with similar tasks Good understanding of business requirements and IT service delivery Fluency in English and local language, both written and spoken Natural curiosity, drive and determination It is also seen as an advantage if you have strong knowledge of different HR systems. In this position you will be employed by Academic Work and we take care of all the legal responsibilities of an employer such as salary payments, insurances and health care. It is important for us that you feel well and perform in your job. Your consultant manager will be in regular contact with you during the assignment and guides you on your career. Academic Work is an authorized staffing and recruitment agency and our employees are extremely satisfied, something that we are very proud of. We are here to help you succeed! INFORMATION ON THE APPLICATION PROCESS To apply for the job click on "Apply here" below. Remember to attach your CV into your application! We only handle applications through our website but if you have questions about the position you can reach us via email in esp01@academicwork.fi. Please write the advert ID in the subject and paste the advert link in the mail. We are continuously screening and contacting candidates so make sure to send your application as soon as possible. Please notice that the advert can be removed before eventual last dates on our external advertising pages. When the advert is being removed it's either due to that the processes is finished or because we have many qualified applications and are continuing in the selection/interview phase. We are the Home of the Young Professionals. We are experts in recruitment and staffing university students, recently graduated and professionals in the beginning of their career. You can be employed by us as a consultant in one of our client companies or be recruited directly to our client via our recruitment co-operation. You can read more about us at www.academicwork.fi. When employed at Academic Work you will have your own dedicated Consultant Manager, whose role is to answer your questions, support your career development and ensure you enjoy you

Employer:

Academic Work Suomi Ab
00280 HELSINKI

How to apply

Appointment set by employer - see free text
Before: 12/11/2017
Pinja Kankare, esp01@academicwork.fi

Category: Software and applications developers and analysts not elsewhere classified

Sector: Employment activities

Source: TE-palvelut, Public Employment Services, Finland

Appendix 3. Recruitment Specialist position description

Job info

Starting date: 02/01/2018
Contract duration: Temporary
Contract type: Part time
Job vacancy Id: 9388623

Recruitment Specialist - 1 post Finland, Helsinki-Uusimaa. 11 day(s) ago

We are looking for a Recruitment Specialist for Borealis Polymers Oy. Borealis is a leading provider of innovative solutions in the fields of polyolefins, base chemicals and fertilizers. In Finland Borealis' production facilities are located in Kilpilahti, Porvoo. We produce polyethylene, polypropylene and petrochemical products for international markets. To learn more about Borealis visit www.borealisgroup.com. Borealis Polymers is looking for a recruitment specialist for a fixed term employment from January the 2nd 2018 and lasting until the end of September 2018. The location of employment will be at Borealis Polymers in Porvoo Adecco being your employer. Role Purpose: You will take care of the recruitment and selection process internally as well as externally. The Recruitment Specialist role is strategically important. Your responsibilities: - Ensure a sufficient pipeline of applicants through effective employer branding initiatives and applicable sourcing channels, - Advise the Hiring Manager on available external sourcing and selection options that could be offered to, - Proactively work with continuous improvement of the Recruitment & Selection process, - Ensure a smooth, efficient and legally compliant selection process in each step of the recruitment process, - Support the Hiring Manager and HR Business Partner on the final decision, - Actively communicate & co-operate with the local HR Service department to ensure a smooth Hiring and On Boarding process, - Be an active contributor to the global Recruitment team of Borealis. Skills, knowledge and experience: - Bachelor degree in Psychology, HR or a related field, - Fluent in Finnish and English language, both spoken and written, other languages are of asset, - 3 to 5 years of experience in the area of recruitment, - Practical know how of various recruitment channels (e.g. LinkedIn), interviewing techniques and assessment tools (e.g. Tests, assessment centres), - Proficiency in recruitment related IT-system & tools, - Experience of project management, - Excellent communication skills, - You show integrity and trust: openness and honesty, reliable and accountable, high credibility, - You have high ethical standards and customer focus, - Flexible to travel if needed. What we offer you: You enter an internal growing company, You are part of a new global Recruitment Network, You will be able to directly contribute to our recruitment strategy and translate the strategy into local initiatives, You will be part of the transfer to a new Recruitment tool, You will report to the Group Expert Recruitment. Please apply for the position as soon as possible, however latest 12.11.2017. Please include your CV and salary request to your application. If you wish to get more information concerning the position, you can contact Adecco's HR Consultant Mia Kettunen tel. 050 444 4496 (best available 31.10. 13-14 and 7.11. 13-14). Please apply through this link: <http://www.adecco.fi/en-us/job/recruitment-specialist-borealis-polymers-oy-porvoo/?ID=2095302>

Borealis Polymers Oy, <http://www.adecco.fi/en-us/job/recruitment-specialist-borealis-polymers-oy-porvoo/?ID=2095302>

Employer:

Adecco Finland Oy, Vantaa
Vernissakatu 1, 01300 VANTAA

How to apply

Appointment set by employer - see free text
Before: 12/11/2017
Mia Kettunen, mia.kettunen@adecco.fi

Category: Personnel and careers professionals

Sector: Employment activities

Source: TE-palvelut, Public Employment Services, Finland

Appendix 4. Recruitment manager position description

Job info

Education skills required: Higher Training, Including Academic

Contract duration: Permanent

Contract type: Full time

Salary: Minimum 35000 GBP (Hourly)

Job vacancy Id: 44789425

■ Recruitment manager - 1 post United Kingdom, LONDON. New

Global {M} is currently looking for a recruitment and business manager to expand into the Asian market. The main location of the job is in London, although frequent travel may be required for business needs. Salary is offered to start at 35k p.a. and there is an allowance for travel. Please apply before the 6th of December to be considered. The main responsibility of the job include: • oversees the preparation of job descriptions, drafts advertisements and interviews candidates; • provides or arranges for provision of training courses; • undertakes industrial relations negotiations • examines and reports on company and departmental structures, chains of command, information flows, etc. and evaluates efficiency of existing operations; • considers alternative work procedures to improve productivity; • stays abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action. Work to monthly recruitment targets / KPI's Report sales data and forecasts on a regular basis and meet month end sales deadlines Monitor competitors to ensure we are remaining competitive and scoping out new opportunities Work with senior management in order to meet your target and growth plan Maintaining own knowledge of policy changes, funding changes and relevant business expectations for both UK and Asian markets. Attend appropriate networking and employer events to develop new opportunities. This may include an element of early morning, evening or weekend work also travel to China to attend similar event. Undertake effective Organisational Needs Analysis and co-design and develop workforce development. Evaluate the market landscape (including competitors' strengths and weaknesses) and then scope out opportunities within the Asian and UK markets. Develop propositions, proposals and presentations for clients Contribute to company's overall business activity including exhibitions and third party events Effective leadership and management of a sales team to include motivating and coaching The skills and qualifications required are: Familiarity with the Asian market Ability to travel to China with ease. Mandarin language skills Familiarity with financial markets Exceptional sales, marketing and networking skills Experience of developing relationships, influencing and negotiating with employers to secure new business Proven experience of negotiating, winning and closing new business Proven experience of working towards and achieving targets Excellent communication skills - written and verbal Excellent presentation skills Time management and organisational skills Professional and approachable, confident and credible approach, working with honesty and integrity Excellent interpersonal and relationship building skills Ability to work supportively within a team, exercising good judgement, and using own initiative Must be flexible with travel and working hours Graduate of a top-tier University with exceptional academic record

Employer:

Global {M}

How to apply

Apply online at <https://jobsearch.direct.gov.uk/GetJob.aspx?JobID=44789425>

Category: Human resource managers

Sector: Employment activities

Source: Department for Work and Pensions, Public Employment Services, United Kingdom

Appendix 5. HR Manager position description

Job info

Contract duration: Permanent

Contract type: Full time

Job vacancy Id: 44592964

■ HR Manager (Ref: 1034830) - 1 post United Kingdom, LONDON. 18 day(s) ago

Adelie Foods is the UK's leading Food to Go business, supplying the UK retail and foodservice sectors with an unrivalled portfolio of consumer insight-led chilled food product. From its five manufacturing locations and seven distribution centres across the country, Adelie supplies a diverse range of retail and foodservice customers with over 3,000,000 fresh sandwiches and 250,000 salad packs every single week. We are currently recruiting for a HR Manager to be based in our Wembley, one of our manufacturing site. This a great opportunity for an experience HR Manager or someone looking to step up. As a HR Manager, you will work closely with Line Managers in matters of employment law, employee relations, resourcing, employee development and performance management to ensure that the business unit delivers the people plan Key responsibilities Be involved in the development of the Business Unit HR People Plan through everyday activities To understand Group and Site HR objectives and initiatives, and ensure that the day to day HR activities support them To work closely with Line Managers in matters of employment law, employee relations, resourcing, staff development and performance management to foster a spirit within the Business Unit which delivers the Peoples Plan To provide support, coaching and training to Line Managers in areas such as Recruitment and Selection, Disciplinary, Grievance and Conflict Handling, Communications, Absence Management Work with Line Managers to identify and then satisfy key and common Training and Development needs up to and including Middle Managers through Performance Appraisals and PDP's To support the sharing of Best Practice and to facilitate smarter working through taking an active role in the Monthly HR Meetings To proactively resource all vacancies in line with the Recruitment policy up to and including Middle Managers You will be required to work 40, Monday to Friday. As this is a manufactruing site that operates 24 hours, you may on occasion be required to work outside of this hours by prior agreement. The ideal candidate HR Generalist experience is essential Knowledge of HR including Employment Law and Employee Relations matters Excellent organisational skills with an ability to handle multiple tasks in a fast-paced environment Exceptional team working skills A good knowledge of Word, Excel, PowerPoint and Outlook Excellent written and verbal communication Full Driving Licence, allowing you to drive in the UK In return for your time & hard work Salary, £32,000 - £38,000 per annum 33 Days days annual leave (including bank holidays) Pension scheme Life Assurance Child Care Vouchers Free Lunch Interested? Apply Now! Adelie Foods confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Employer:

networx

How to apply

Apply direct to employer at [https://www.networxrecruitment.com/Jobs/Feed?](https://www.networxrecruitment.com/Jobs/Feed?key=9u%2fZeX9TAzZ58SsdhgXPir1lo6KPPNE%2fBREXy0jsZm0%3d&jobboard=Universal+Jobmatch&c=vacancyposter)

[key=9u%2fZeX9TAzZ58SsdhgXPir1lo6KPPNE%2fBREXy0jsZm0%3d&jobboard=Universal+Jobmatch&c=vacancyposter](https://www.networxrecruitment.com/Jobs/Feed?key=9u%2fZeX9TAzZ58SsdhgXPir1lo6KPPNE%2fBREXy0jsZm0%3d&jobboard=Universal+Jobmatch&c=vacancyposter)

Category: Shop sales assistants

Sector: Employment activities

Source: Department for Work and Pensions, Public Employment Services, United Kingdom

Appendix 6. HR Manager position description

Job info

Experience required: More than 5 years

Contract duration: Temporary

Contract type: Part time

Job vacancy id: 9391199

HR Manager - 1 post

Finland, Pirkanmaa. 7 day(s) ago

Amerplast manufactures high-quality plastic film packaging for consumer applications for the food and consumer industry and the retail sector. The product range includes packaging solutions for the food and beverage industry, consumer tissue and the hygiene industry and for the retail sector. Amerplast also manufactures mailing and security packaging. Company has been in the business since 1952 and its net sales is currently about 65 million. Amerplast employs around 460 people and has its operations in Finland, Poland, Sweden, Germany and Russia. Amerplast exports its products to over 20 countries. We are currently looking for a HR Manager We are currently looking for a HR Manager to join our Amerplast Tampere team. In this role you support management and superiors in their daily and strategic actions and make sure HR policies are in line with objectives and goals of company. You manage employee relations, negotiate locally with labor union and work with employee health care. You plan and manage effective organization with superiors while taking personnel wellbeing and working conditions into account. Daily and annual level issues like recruitment, orientation, successor planning, compensation and competence management are also important part of your work. As a person you are excited about continuous improvement and enjoy coaching people towards proactive, customer-oriented culture. You are systematic, target driven person, who wants to get the job done. To be able to successfully perform the role we expect: - MSc or BSc degree in a business related field - Over 5 years' relevant experience in human resources - strong experience of industrial relations & legislation - background from industrial business surroundings - Independent, hands-on attitude - Ability to work under pressure - Excellent negotiation skills both in English & in Finnish We are offering you an interesting and challenging job in our renewed, international company with inspiring future ahead of us. With its large investment program and ambitious targets, Amerplast is on the move to become the largest flexible packaging provider in its core markets. For HR professional job offers independent and dynamic role with possibility to influence and develop company culture. Role is wide, including whole life cycle of employment. HR Specialist as your subordinate supports you in daily duties while also being responsible for payroll matters & working hour follow-up. The position, located in Tampere, is permanent and would ideally be fulfilled in December 2017. For additional information, please contact HR Director Sanna Heinämäki, tel. +358 40 5911 843 or email sanna.heinamaki@amerplast.com. If you are interested, please fill in your application by 15th November 2017 at <http://www.amerplast.com/about-us/careers/open-positions/>

<https://www.sympahr.net/public/pq.aspx?52cc9f1b&lang=en-US>, <http://www.amerplast.com/about-us/careers/open-positions/hr-manager/>

Employer:

Amerplast Oy
Vestonkatu 24, 33731 TAMPERE

How to apply

Appointment set by employer - see free text
Before: 15/11/2017
Sanna Heinämäki, 0405911843, sanna.heinamaki@amerplast.com

Category: Training and staff development professionals

Sector: Manufacture of rubber and plastic products

Source: TE-palvelut, Public Employment Services, Finland

Appendix 7. HR Assistant position description

Job info

Contract duration: Permanent

Contract type: Full time

Salary: 18000 - 25000 GBP (Annually)

Job vacancy Id: 44617651

■ HR Assistant - 1 post

United Kingdom, LONDON. 29 day(s) ago

HR Assistant Salary: £18,000 - £25,000 (Pro - Rata Dependant on experience) Location: Denton, Greater Manchester Holidays: 25 Days plus Bank Holidays Working Hours: 8.30am - 5.30pm Monday to Friday; however you may be required to work additional hours during periods of increased workflow. Job Type: Full time position, however, part-time candidates will also be considered for the role. On applying please state what hours you wish to be considered for (full time or part time) About the company: RVA Surveyors are one of the biggest and fastest growing Rating Agents in the UK undertaking rating appeals across different sectors. We act on the behalf of small to medium sized business occupiers nationwide with over 30,000 client property instructions to date. We are looking for an experienced HR assistant to join the company. This will be a standalone role (at present), assisting the Directors of the business. The ideal candidate will be extremely organised, an excellent communicator with the ability to multi-task and prioritise their workload. This is an ideal position for somebody who upholds the ambition and motivation to progress through hard work and determination. Duties of the HR Assistant:

- The candidate will be responsible for the sourcing and recruitment of staff (full recruitment cycle) • Undertaking & providing support on the monthly running of payroll & pension scheme • Advising and supporting managers in the conduct of investigations for all ER cases for example disciplinary, grievance, attendance, capability and probation procedures. • Supporting line management with absenteeism, disciplinary and grievance issues • Creating and maintaining accurate personnel records • Review and update company policies and employee handbook in line with current legislation and best practice • Undertaking all HR administration duties including, but not limited to: new starter document, employee contracts, offer letters and leaver documents • Ensuring Human Resources matters are handled fairly and consistently in line with legal and company requirements • Ensuring compliance with all existing legal requirements • Implementing your own ideas to improve processes • Managing the HR department autonomously • Arranging and coordinating meetings, taking notes and recording action points

Requirements of the HR Assistant:

- Experienced HR candidate within an HR support role as a generalist HR Administrator and assistant • Proven experience of advising managers at a senior level • The job may be suitable for candidates who have experience in the following: HR Assistant, HR Administrator, Human Resources Administrator, and HR Advisor. • Good understanding and experience of HR in practice • Strong communicator • Highly motivated • Willing to push boundaries and think outside of the box • Confident decision making ability • Pro-active with a hands on approach to the running of the department and problem solving • Ability to manage a range of priorities and meet deadlines • Well organised and strong attention to detail • Competent user of Sage 50 payroll • Advanced user Microsoft Office / Excel • CIPD qualified or working towards RVA Surveyors Limited offers a warm, friendly and modern working environment. Free parking and child care vouchers are available. This is a great opportunity to work for a growing company who can offer long term career opportunities. If you meet the requirements and feel that this HR Assistant role is right for you then please apply today! Please state on your CV which hours you'd prefer!

Employer:

Vertifi Limited

Denton

Phone: 0000

E-mail: applications.614EC1B96.0@applythis.net

Contact person: .

How to apply

Apply direct to employer at <http://jobs.talentspa.co.uk/talentspa/Job/?a=614EC1B96.0>

Category: General office clerks

Appendix 8. HR Assistant / HR Trainee position description

Job info

Contract duration: Temporary

Contract type: Part time

Job vacancy id: 9394052

HR Assistant / HR Trainee - 1 post

Finland, Helsinki-Uusimaa. 4 day(s) ago

We are looking for an HR Assistant / HR Trainee to join our Human Resources team. This temporary position for 12 months, part time/full time will be located at Trimble Solutions offices in Espoo, Finland. Working time would be 50 percent at the minimum and we wish that you would be able to work 100 percent working time occasionally, when needed. We offer you versatile HR tasks in an established, growing organization. As a company, we provide flexible working environment, international atmosphere, opportunities for professional development, great team spirit and global insights into how technology is transforming our world. Your job includes - HR administration and support to business - Updating and supporting the Global HRIS systems Workday and the global recruitment system Taleo - Assisting in recruitment and related activities including onboarding - Content creation for HR Intranet pages - Assisting in coordination of training and development programs - Assisting HR organization in the development, implementation and monitoring of HR policies, procedures, and systems. We expect you to have - Studies in the field of HR, Social Sciences, Economics or Law - Excellent office software skills, e.g. Word, Excel, PowerPoint and Google tools - Fluency in English and Finnish , written and spoken, other language skills are an asset - Systematic, organized, accurate, collaborative and active way of working with positive drive for results. - HR generalist work experience and knowledge of HRIS and Staffing Systems are a plus. Further information available from Sari Lindholm, HR Director, tel. +358 50 768 2999, on November 8, from 9.30 to 10.30 and on November 10, from 13.00 to 14.00. If you are interested in this position, send your CV and application with your salary request via APPLICATION link below as soon as possible, November 20, 2017 at the latest. Trimble Solutions Corporation Trimble Solutions Corporation drives the evolution of digital information models with its software, providing a growing competitive advantage to customers in the construction, energy industries and public administration. Trimble Solutions has customers in more than 100 countries, offices in more than 20 countries and a worldwide partner network. The company currently employs over 700 people. Trimble Solutions is part of Trimble Inc. which is an American technology company headquartered in Sunnyvale, California. www.tekla.com, utilities.trimble.com , localgov.trimble.com Trimble is an exciting, entrepreneurial company, with a history of exceptional growth coupled with a disciplined and strategic focus on being the best. While GPS is at our core, we have grown beyond this technology to embrace other sophisticated positioning technologies and, in doing so; we are changing the way the world works. Our solutions are used in over 140 countries and we have incredibly diverse lines of business. www.trimble.com

<https://chm.tb.taleo.net/chm03/ats/careers/requisition.jsp?org=TRIMBLE&cws=7&rid=13071>

Employer:

Trimble Solutions Oy
Metsänpojankuja 1, 02130 ESPOO

How to apply

Appointment set by employer - see free text

Before: 20/11/2017

Further information available from Sari Lindholm, HR Director, tel. +358 50 768 2999, on November 8, from 9:30 to 10:30 and on November 10, from 13:00 to 14:00.

Category: Administrative and executive secretaries

Sector: Computer programming, consultancy and related activities

Source: TE-palvelut, Public Employment Services, Finland