

## 2.5 Making human resources decisions

Key word	Definition
Layers	In an organisational structure, this means the levels of job roles in the business, from the highest-paid directors to the most junior members of staff
Span of control	The number of employees that are managed by a manager. If a person manages three employees, their span of control is three
Accountability	Being responsible for something and being held responsible for it and its outcomes. For examples, a manager is often accountable for the actions of their staff
Jargon	Technical or obscure words or terms used by a particular group of people that may not be understood by everyone
Freelance	Someone who is self-employed and contracted by businesses to work for them
Roles	These are different jobs within a business. For example, roles in a restaurant might include head chef, chef kitchen assistant and so on
Responsibilities	These are the things that someone is required to do in order to fulfil their role in a business. For example, at a restaurant, a responsibility of the role of head chef might be to create the restaurant's menu
Salary band	A range of possible salaries for the role being advertised. For example, a role may be advertising as having a 'Band 1' salary, where Band 1 covers salaries between £15,000 and £20,000. The band will be part of a larger salary scale
Productivity	The measurement of how much work a business is able to complete. Higher levels of productivity mean that employees are completing more work
Legislation	The laws that a business must comply with
Motivation	Reasons for behaving in a particular way. In business, motivation usually refers to the reasons that an employee has for working well and increasing their productivity
Retain	Keep something or someone
Autonomy	Independence or freedom to make your own decisions
Job satisfaction	The sense of achievement or fulfilment that an employee gets from their job