



# Government of Trinidad and Tobago

## JOB DESCRIPTION

### CONTRACTUAL POSITION

#### JOB TITLE: HUMAN RESOURCE SPECIALIST

#### JOB SUMMARY:

The incumbent is required to support the delivery of Human Resource Management (HRM) services in the Public Service by advising human resource personnel in Ministries/Departments on the application and interpretation of existing HRM policies, procedures, rules and regulations. Duties include monitoring, reviewing, evaluating, researching and formulating HRM policies, procedures, systems and programmes, attending meetings and serving on committees. Dependent on work assignment, the incumbent will be required to perform duties in one or more of the HRM functional areas listed.

#### REPORTS TO:

Senior Human Resource Specialist or designated officer

#### SUPERVISION GIVEN TO:

Support staff

#### DUTIES AND RESPONSIBILITIES:

##### HR Planning and Consulting

- Assists in monitoring the strategic direction of the Public Service, forecasting its requirements and developing relevant HR Plans.
- Conducts research and utilises supporting data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers, presentations etc.
- Collects, compiles and verifies data on human resource matters to contribute to the development of policies and procedures.
- Reviews current Human Resources practices, policies, procedures, and systems to identify strengths and need for improvement, recommends the courses of action to be taken to ensure compliance with current laws, rules and regulations.
- Assists in the development, coordination and implementation of Organisational Development and Change Management practices through collaboration with key stakeholders.
- Conduct audits of work to ensure compliance with HRM policies, procedures, rules and regulations.
- Develops job descriptions and specifications and revises same on an ongoing basis to ensure relevance.
- Provides professional and technical advice to Line Agencies on the specifics of the HRM functions and regulatory framework.
- Interprets HRM policies and procedures to assist clients with queries and concerns.
- Utilises the HRIS in the execution of HRM functions, ensuring high levels of relevance, accuracy and integrity of the system.

### **Recruitment , Selection and Placement**

- Advises on the interpretation and application of HRM policies, procedures, systems, rules and regulations related to recruitment, selection and placement.
- Coordinates and supports the execution of recruitment and selection activities such as: shortlisting; interviewing and conducting reference checks.
- Executes staffing actions in respect of recommendations for appointments, promotions and transfers.
- Performs research and contributes to the development of structured selection techniques.
- Develops and implements recruitment and selection plans, staffing reports, proposals and notes.
- Reviews existing recruitment, selection and placement policies, procedures, rules and regulations and makes recommendations for and participates in formulating changes.
- Prepares staffing reports, Cabinet/Ministerial notes, internal notes and other documents.

### **Human Resource Development**

- Conducts training and development needs analyses in respect of management and other staff in the Public Service, participates in the development of customizable Training Programmes, serves as a course facilitator and/or lectures in specific areas of competence.
- Delivers new employee orientation programmes.
- Coaches staff in Line Agencies on the development of training plans and monitors roll out in relevant Agencies.
- Reviews, analyses and evaluates Training Plans submitted by Line Agencies and provides feedback.
- Reviews policies, standards and systems to facilitate the development of learning organisations and recommends the courses of action to be taken.
- Designs and/or delivers training sessions utilising a variety of tools and methodologies.
- Develops curricula, administers programmes and conducts assessment exercises of individual learnings and of the programmes.
- Utilises organisational information for the development of case studies to administer in recruitment exercises or for training and learning purposes.
- Assesses the suitability of candidates for participation in training programmes; makes recommendations for participation and evaluates training effectiveness.
- Assesses training providers and makes recommendations for procurement.

### **Performance Management**

- Advises on the interpretation and application of performance management policies, procedures and guidelines.
- Reviews performance management policies, procedures and guidelines and makes recommendations for and participates in formulating changes.
- Tracks the utilisation of the Performance Management System and levels of compliance by Line Agencies.
- Engages proactively with supervisors/managers in Line Agencies with a view to embedding a successful, sustainable and continuously improving Performance Management System.
- Coaches and trains supervisors/managers in the Performance Management System to ensure smooth and effective implementation.

### **Compensation and Benefits Management**

- Advises on the interpretation and application of compensation and benefits policies, procedures, rules and regulations.
- Reviews, analyses and evaluates proposals submitted and makes recommendations in respect of remuneration packages, including pay structures/rates, classification of offices and terms and conditions of employment.
- Reviews existing compensation and benefits policies, procedures, rules and regulations, recommends and participates in formulating changes.
- Assists in the conduct of compensation surveys by designing data collection instruments, collecting, collating and analysing data and making appropriate recommendations.
- Reviews and evaluates proposals submitted and makes recommendations in respect of remuneration packages for employees engaged on contract.

- Attends meetings (including negotiations for collective and other agreements) and serves on committees in respect of matters related to compensation and benefits.

#### **Industrial Relations/Employee Relations**

- Assists in the development of procedures and guidelines for handling employee disciplinary and grievance processes.
- Advises on the interpretation and application of industrial relations/employee relations policies, procedures, rules, regulations and legislation.
- Provides advice and support regarding the management of industrial relations issues.
- Provides advice on the interpretation and application of the terms of collective and other agreements.
- Participates in the conduct of negotiations for collective and other agreements, dispute resolution and determination, and in other meetings with recognised associations/unions.
- Reviews industrial relations/employee relations policies, procedures, rules and laws and makes recommendations for and participates in formulating changes.
- Assists in the development of and provides support for employee relations projects.
- Performs other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Knowledge of the principles, practices and techniques of HRM.
- Knowledge of research methodologies, principles and techniques.
- Some knowledge of government policies, procedures, rules and regulations related to HRM.
- Some knowledge of Public Service legislation, rules, regulations, policies and procedures.
- Some knowledge of national labour laws and regulations; collective and other agreements and policies in respect of daily rated employees.

#### **SKILLS AND ABILITIES:**

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and trends in HRM.
- Ability to solve problems and make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare comprehensive reports and policy briefs.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized trade unions/associations and the public.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of four (4) years' experience in human resource management work, preferably in the Public Sector.
- Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate training in HRM.