



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR HUMAN RESOURCE SPECIALIST

JOB SUMMARY:

The incumbent is required to organise, supervise, and monitor the work of a group of lower-level professionals engaged in advising human resource personnel in the Public Service on the interpretation and application of existing Human Resource Management (HRM) policies, procedures, rules and regulations. Duties include directing and participating in the review, evaluation and formulation of HRM policies and procedures, reviewing the work of staff, attending meetings and serving on committees related to any HRM functional area. Depending on work assignment, the incumbent will be required to perform duties in one or more of the HRM functional areas listed.

REPORTS TO:

Head – Human Resource or designated officer

SUPERVISION GIVEN TO:

Human Resource Specialist and support staff

DUTIES AND RESPONSIBILITIES:

HR Planning and Consulting

- Directs and supervises a group of professional staff engaged in performing HR planning and consulting activities.
- Monitors the strategic direction of the Public Service, forecasting its requirements and developing relevant HR Plans.
- Conducts complex research and utilizes other data in the analysis and evaluation of information for the preparation of policy documents, briefs, working papers, presentations etc.
- Coordinates the development and implementation of Organisational Development and Change Management practices through collaboration with key stakeholders.
- Directs the review of current HR practices, policies, procedures, documentation and systems to identify strengths and needs for improvement, recommends the courses of action to be taken to ensure compliance with ever-changing laws, rules and regulations.
- Develops HRM systems, policies programmes, projects and plans, utilising where appropriate, the use of information technology.
- Provides professional and technical advice to members of staff and to Line Agencies on the specifics of the HR functions and the regulatory framework.
- Collaborates with Line Agencies in the review of organisational structures and makes recommendations regarding job design.
- Conducts detailed audits of work to ensure compliance with HRM policies, procedures, rules and regulations and makes recommendations for change.
- Engages in ongoing reviews of the existing legislative framework to assess its feasibility/relevance in the current Public Service environment and recommends changes as required.
- Reviews and evaluates recommendations, reports, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial notes, briefs, reports, memoranda and other documents.
- Utilises the HRIS in the execution of HRM functions, ensuring relevance, accuracy and integrity of the system.

Recruitment, Selection and Placement

- Directs and supervises a group of professionals engaged in providing advice on the interpretation and application of HRM policies, procedures, systems, rules and regulations related to recruitment, selection and placement.
- Interprets and provides advice on the more complex matters related to recruitment, selection and placement.
- Leads the development and formulation of new or revised recruitment, selection and placement policies and procedures.
- Develops structured selection techniques.
- Engages in the development of Assessment Centres for recruitment where applicable.
- Reviews and evaluates notes, reports, proposals, correspondence and other documents prepared by staff.
- Prepares/writes the more complex Cabinet/Ministerial Notes, reports, briefs, and other documents.
- Attends meetings and serves on committees on matters related to recruitment, selection and placement.

Human Resource Development

- Directs and supervises professional staff engaged in identifying and assessing training needs , developing , conducting and evaluating training and development programmes for the Public Service.
- Evaluates the effectiveness of training providers, sessions and programmes; determines changes to be made and initiates changes to programmes to ensure appropriate skills development.
- Oversees the development of curricula and training programmes and, where necessary, develops the more complex training material for higher level participants ensuring the utilisation of a multi-modal approach to learning.
- Undertakes research activities for the identification and understanding of emerging learning and development tools and techniques and conducts feasibility studies for implementation of same in the Public Service.
- Oversees and participates in the establishment of policies, standards and systems to facilitate the development of learning organisations.

- Reviews and evaluates reports, recommendations, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Performance Management

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, procedures and guidelines related to Performance Management; and in their review and the formulation of any changes required.
- Develops and oversees the implementation of performance management processes and procedures to support the cultural embedding of a successful Performance Management System.
- Develops mechanisms for the monitoring of the effectiveness of HRM in Line Agencies and produces regular reports on key HR performance indicators to ensure service delivery is consistent with agreed standards.
- Develops and oversees the implementation of audit mechanisms to ensure the timely conduct of performance appraisals and probationary period appraisals.
- Supports management of the employee performance management process through, inter alia, performance plan guidance and development, 360⁰ feedback process and the final evaluation process.
- Develops and delivers training to managers, supervisors and employees on performance management issues, including how to conduct various appraisal phases and how to deal with inadequate performers.
- Reviews and evaluates recommendations, reports, proposals and other documents prepared by staff.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Compensation and Benefits Management

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, practices and procedures related to compensation and benefits; and in their review and the formulation of any changes required.
- Leads the conduct of job analyses, salary surveys and analysis of salary data; the analysis of proposals and the submission of recommendations in respect of compensation and benefits packages, classification of offices and terms and conditions of employment.
- Reviews and evaluates recommendations, reports, proposals, draft Cabinet Notes, memoranda and other documents prepared by staff.
- Participates in or presides over meetings on matters related to compensation and benefits with Ministries/Departments and recognized associations/unions.
- Represents the Ministry/Department on committees and at meetings and other fora, as required.
- Prepares the more complex Cabinet/Ministerial Notes, briefs, reports, memoranda and other documents.

Industrial Relations/Employee Relations

- Directs and supervises a group of professional staff engaged in providing advice on the interpretation and application of policies, practices and procedures related to Industrial Relations/Employee Relations, and in their review and the formulation of any changes required.
- Provides guidance and advice on the more complex matters related to the interpretation and applications of Industrial/Employee Relations policies, practices and procedures.
- Leads or participates in the conduct of negotiations for collective and other agreements, dispute resolution and determination and other meetings with recognised associations/unions.
- Reviews and evaluates recommendations, reports, proposals, draft Cabinet/Ministerial Notes and correspondence prepared by staff.
- Supervises and/or participates in the conduct of investigations into employee grievances and their resolution.
- Prepares the more complex Cabinet /Ministerial Notes, briefs, reports, memoranda and other documents.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques of HRM.
- Considerable knowledge of government policies, procedures, rules and regulations related to HRM.
- Considerable knowledge of Public Service legislation, rules, policies and

	<p>procedures.</p> <ul style="list-style-type: none"> ▪ Considerable knowledge of national labour laws and regulations, collective agreements and policies in respect of daily rated employees. ▪ Knowledge of research methodologies, principles and techniques. ▪ Knowledge of the principles and methods of strategic planning and project management.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ 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. ▪ Ability to solve complex problems and make decisions within approved policy frameworks. ▪ Ability to exercise tact and diplomacy in the performance of duties. ▪ Ability to observe and maintain confidentiality in the performance of duties. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to prepare comprehensive reports and policy briefs. ▪ Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public.
MINIMUM EXPERIENCE AND TRAINING:	
	<ul style="list-style-type: none"> ▪ Minimum of eight (8) years' progressive experience performing human resource management duties, including a minimum of three (3) years' supervisory experience. ▪ Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM.