



## **JOB DESCRIPTION**

<b>JOB TITLE: INDUSTRIAL RELATIONS OFFICER</b>	
<b>JOB SUMMARY:</b>	
An incumbent in this office is responsible for advising and representing the Division on matters relating to employee relations in the workplace.	
<b>REPORTS TO:</b>	<b>Senior Human Resource Officer</b>
<b>SUPERVISION GIVEN TO:</b>	n/a
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Advise the Division on the various Collective Agreements which govern employer-employee relations in the workplace.</li> <li>• research, collect and compile reliable data</li> <li>• represent the Division at meetings with Government agencies, Public Service officials, officials of the various Trade Unions, the Ombudsman and other stakeholders</li> <li>• attend to the grievances of members of the Division</li> <li>• correspond with employees of the Division with respect to the progress of their personal grievances</li> <li>• chair Industrial Relations meetings</li> <li>• assist with employee education pertaining to Industrial Relations issues</li> <li>• liaise with the Tobago House of Assembly and Division's legal advisers</li> <li>• perform other related duties that may be assigned from time to time.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of the principles and practices of Personnel Management and Industrial Relations.</li> <li>• Sound knowledge of the organization and functioning of the Public Service and the various Trade Unions (PSA, NUGFW, TTUTA etc.).</li> <li>• Sound knowledge of the labour laws, regulations and education policies of Trinidad and Tobago.</li> <li>• Sound knowledge of Compensation Management.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Expert negotiating skills with emphasis on Job Evaluation.</li> <li>• Sound communication skills.</li> <li>• Sound interpersonal relationship skills.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to analyse situations, prepare reports and make appropriate recommendations.</li><li>• Sound Information Technology skills.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<p>A BSc Degree in Industrial Relations or a BSc Degree in Human Resource Management with a postgraduate qualification in Industrial Relations.</p> <p>A minimum of five (5) years experience in grievance handling and conflict resolution.</p>	