



TOBAGO HOUSE OF ASSEMBLY
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE:	SENIOR HUMAN RESOURCE ANALYST
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JOB SUMMARY:

The incumbent is required to plan, organise and supervise the activities of professional and other staff involved in interpreting and implementing Human Resource Management (HRM) policies, procedures, rules and regulations. Duties include participating in the development of the Ministry's/Department's HRM programmes and projects; supervising the preparation and delivery of training programmes; reviewing and making recommendations for revisions of HRM policies and procedures; undertaking the more complex work assignments; and representing the Ministry/Department at meetings with recognised associations/unions and other Ministry/Departments.

REPORT TO:	Manager Human Resources or designated officer
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SUPERVISION GIVEN TO:	Human Resource Analysts, officers and other support staff
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DUTIES AND RESPONSIBILITIES:

- Plans, organises and supervises the work of a group of professional staff engaged in the implementation of HRM policies, procedures, rules and regulations.
- Participates in and provides significant input into the formulation and management of the Ministry's/Department's HRM programmes and projects to support its overall strategic business objectives; and determines strategies and procedures for implementation.
- Participates and makes recommendations in respect of the Ministry/Department's strategic planning and change management processes.
- Provides advice and guidance regarding the interpretation and application of HRM policies, procedures, rules and regulations.
- Formulates training programmes in consultation with line managers and coordinates the activities of staff engaged in the development, execution and evaluation of training programmes.

- Serves as a resource person at training courses, seminars and workshops on HRM.
- Trains, coaches and mentors staff to ensure effective job performance.
- Develops and coordinates employees' orientation, induction and exit programmes of the Ministry/Department.
- Reviews and analyses reports, proposals, draft Cabinet/Ministerial Notes, circulars and other documents submitted by staff supervised in order to assess quality and accuracy of content and makes appropriate recommendations.
- Undertakes the more complex work assignments including the preparation of Cabinet/Ministerial Notes, internal notes and other documents and submits reports and/or recommendations as required.
- Reviews client feedback, trends and existing HRM policies and procedures and recommends revision or the development of new policies and procedures.
- Consults as necessary with Central HRM Agencies to obtain advice and guidance on the interpretation and application of HRM policies, procedures, and legislation.
- Provides feedback to the Central HRM Agencies on the operationalization of HRM policies and procedures.
- Participates in or presides over meetings and discussions with representatives of Ministries/Departments, recognised associations/unions in respect of grievances, negotiations and other matters related to HRM.
- Supervises the implementation of the performance management system in the Ministry/Department in order to ensure that activities are accomplished effectively and in a timely manner.
- Participates in the preparation of the budgetary estimates of the HRM Division and staffing reports of the Ministry/Department.
- Represents the Ministry/department on committees and at meetings and other form as required.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the principles, practices and techniques HRM.
- Considerable knowledge of government policies, procedures, rules and regulations related to human resource management.
- Considerable knowledge of Public Service Legislation, rules, policies and procedures.
- Knowledge of research methodologies, principles and techniques.

	<ul style="list-style-type: none"> • Knowledge of national labour laws and regulations, collective and other agreements and policies in respect of daily rated employees. • Knowledge of the principles and methods of strategic planning and project management.
<p>SKILLS AND ABILITIES</p>	<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 plan, organise and supervise/lead a group of professional and other support staff engaged in HRM activities. • Ability to analyse and evaluate data and trends and make informed recommendation. • 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 recognise associations/unions and the public.
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> • Minimum of five (5) year' experience performing duties in one or more of the functional areas of human resource management. • Training as evidenced by the possession of a recognized University degree with core courses in Human Resource Management or post graduate training in HRM. 	