



JOB DESCRIPTION

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

	<ul style="list-style-type: none">• Ability to analyse situations, prepare reports and make appropriate recommendations.• Sound Information Technology skills.
MINIMUM EXPERIENCE AND TRAINING:	
<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>	