



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HUMAN RESOURCE ANALYST

JOB SUMMARY:

The incumbent is required to perform professional work involving the implementation of Human Resource Management (HRM) policies, procedures, rules and regulations in the various functional areas of HRM in a Ministry/Department. Work includes providing HRM advice and guidance; interpreting and applying HRM policies and procedures; preparing and delivering training programmes; analyzing HRM data; conducting investigations and research to inform HRM decision –making.

REPORTS TO :

CEO

SUPERVISION

Staff as required

GIVEN TO :

DUTIES AND RESPONSIBILITIES:

- Interpret and applies HRM policies, procedures, rules, regulations, and related legislation in a Ministry/Department.
- Provides advice and guidance regarding the application of HRM policies, procedures, rules and regulations.
- Performs duties related to the staffing function of the Ministry/Department such as reviewing staffing needs, and making recommendations for recruitment and selection, appointments, promotions, transfers, discipline and leave arrangements.
- Interprets and applies the terms of collective and other agreements and other related industrial relations policies and procedures in respect of all staff.
- Identifies training needs; prepares training plans, courses and materials; delivers training in relevant areas including new employee orientation; evaluates effectiveness of training and revises as necessary.

- Evaluates and analyses training proposals submitted by training providers, ensuring appropriateness and alignment to proposed training budget; and determines/recommends the most suitable employees to attend relevant sessions.
- Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
- Participates in the Ministry's/Department's strategic planning and change management processes.
- Provides assistance in the performance management process in areas such as developing position descriptions and performance standards and ensuring timelines are met.
- Collects, compiles and analyses organizational and HRM data in order to provide a basis for human resource planning and the establishment and maintenance of a human resource database.
- Participates in the preparation of budgetary estimates of the HRM Division and assists in the preparation of the report on the staffing of the Ministry/Department.
- Prepares comprehensive reports; drafts Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments in respect of grievances and disputes and other documents related to human resource matters.
- Prepares and maintains relevant HRM procedural manuals, desk manuals, workflow charts, data manuals and other organisational planning tools.
- Reviews representations from employees, associations/unions and other external individuals/agencies and provides advice regarding their resolution in accordance with existing human resource management policies, procedures, related legislation and collective and other agreements.
- Conducts or arranges for investigations into human resource related complaints and grievances and recommends resolutions.
- Makes arrangements for and/or participates in meetings, both internal or with external agencies; prepares and circulates agenda, takes minutes/notes, follows up on decisions taken.
- Performs 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 Public Service legislation, rules and regulations, policies and procedures.
- Some knowledge of national labour laws and regulations; collective agreements and policies in respect of daily rate 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 plan, organize 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 recommendations.
- Ability to solve complex problems and make decisions with 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.

EXPERIENCE AND TRAINING:

- Minimum of six (6) years' 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.

