

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Human Resource Assistant**☐ New

Position Number: _____

☐ Revised

Reports to: Human Resource Officer

Department: Human Resources

Approved by: _____

Date: _____

JOB SUMMARY

The Human Resources Assistant will contribute to the accomplishment of Human Resources goals and objectives that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resource Assistant will be responsible for performing routine functions which require the application of some measure of independent judgment and the interpretation of departmental policies and regulations on the basis of knowledge gained through training or experience on the job.

RESPONSIBILITIES

- Provides administrative support in the implementation of Human Resources Policies and Procedures
- Analyses data collected on establishment positions, salary ranges, allowances, benefits and job descriptions
- Responds to requests and queries (*both written and verbal*) from clients providing information, directing and prioritizing queries as appropriate, and/or resolves matters not requiring the personal attention of the direct supervisor
- Develops a comprehensive standard manual for record keeping, file movement, filing of correspondence, reports and all other records within functional area
- Oversees the register of incoming and outgoing correspondence for the Unit
- Prepares draft letters, notes, memoranda, reports and other documentation
- Records and prepares draft minutes of meeting, specifying decisions made and follow-up action required for subsequent approval
- Processes and reviews employment applications in order to evaluate qualifications or eligibility of applicants as applicable
- Arranges for advertising or posting of job vacancies as applicable

- Assists in maintaining the human resource databases and all employee records and files ensuring that system records are accurately recorded and cross-checked
- Assists in gathering statistical information for reports (*absenteeism, termination, applications, leave, recruitment etc.*)
- Contacts internal or external applicants and set up assessments and interviews for short listed candidates inclusive of the preparation of interview packages
- Provides assistance in administering employee compensation and benefits programmes and plans
- Verifies all leave eligibility and approvals
- Ensures that return of personnel is submitted to the Finance Department in a timely manner and errors or discrepancies are promptly discovered and resolved
- Administers the Motor Vehicle Loan application
- Administers the Group Health Plan of the Authority
- Maintains effective working relationships with employees in other cross-functional areas
- Assist in checking of correspondence prepared by junior officers
- Files correspondences, memoranda, photocopies, faxes and other documents as required
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/DHSS, Registering Board/Association and the TRHA
- Performs other related duties as assigned

ACCOUNTABILITIES

- Staff Development Plans and Progress Reports
- Monthly Reports and Statistics

AUTHORITIES

- Makes decisions within his/ her scope of work
- To work with internal and external clients/stakeholders such as Ministry of Health, other Regional Health Authorities, Ministry of National Security, etc

SPECIAL REQUIRMENTS

Willing to work overtime, public holidays and weekends as requested

SUPERVISORY RESPONSIBILITY

Clerical Assistant

REPORTING

Reports directly to the Human Resource Officer or duly authorized officer

KNOWLEDGE, SKILLS AND ABILITIES

- A thorough understanding of Human Resource Management fundamentals
- Knowledge of modern office practices and the use of standard office equipment
- Knowledge of all policies, procedures and regulations
- Ability to make arithmetical computations
- Ability to prepare clear, concise, oral and written reports
- Ability to make minor decision on the basis of precedents and regulations and to apply them to work problems
- Ability to assign, supervise and review the work of subordinate employees
- Strong computer skills with Word, Excel, Outlook, Project and PowerPoint required
- Good organization and time management/project management skills

CREDENTIALS AND EXPERIENCE

- Diploma/Associate Degree in Human Resources Management from an accredited institution
- A minimum of three (3) years experience in an administrative position

APPROVALS:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

CEO: _____

Date: _____

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.

Incumbent's Signature: _____ **Date:** _____