



## **TOBAGO REGIONAL HEALTH AUTHORITY**

### **Job Title: Human Resource Officer**

☐ New

Position Number: \_\_\_\_\_

☐ Revised

Reports to: Senior Human Resource Officer/Industrial Relations Specialist

Department: Human Resources

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

### **JOB SUMMARY**

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

The incumbent must be customer oriented and will assist in the implementation of policies and procedures for all staff within the organization bearing in mind that maintaining confidentiality is of utmost importance. Work must be done in compliance with all applicable laws and regulations.

### **RESPONSIBILITIES**

- Interprets and advises junior staff on the application of approved Human Resources Policies and Procedures
- Initiates and implements administrative action to ensure that appointments, promotions, transfers, and terminations are carried out fairly, equitably and in accordance with contractual agreements and standing instructions.
- Provides support in dealing with grievance and disciplinary matters
- Administers the Benefits and Services Programme of the Authority to ensure that all employees receive benefits due within stipulated policy guidelines and timeframes
- Collates and analyzes Human Resources data and prepare informational or operational reports in approved formats
- Prepares Draft Briefing Notes/Board Papers/Executive Council Notes as requested
- Implements Board decisions as directed
- Maintains database for all Daily Paid and Monthly Paid employees
- Oversees the signing of employment offers and contracts with staff

- Prepares manpower variance reports on a monthly/quarterly basis or as required
- Assist administrative units in the review of services and staffing needs to facilitate improving the introduction of new services.
- Oversees the probationary period and co-ordinate medicals for officers to be confirmed as permanent
- Conducts interviews for lower level staff when requested
- Witnesses signing of contracts
- Provides technical information in the monitoring and control of function related payroll expenditures in accordance with the Authority's policies, standing instructions, procedures and practices
- Supervises the processing of recommendations for leave relief as required to support the delivery of services in other Departments
- Ensures that Performance Appraisals are done in a timely manner and dispatched as soon as completed
- Reviews Performance Appraisal to facilitate the award of increments and renewal of contracts
- Processes approvals for the award of increments
- Assists in overseeing the performance management process
- Oversees the timely preparation of request for payments of contract gratuity
- Assists with pension and leave administration
- Processes requests for Motor Vehicle Loans and submits for approval under the Motor Vehicle Loan Facility of the Authority
- Maintains a skills bank of all Daily Paid and Monthly Paid employees
- Ensures that all personnel records for staff are properly maintained and that statistics from those records are compiled monthly or, as required
- Performs clerical duties of a more complex nature involving the interpretation of agreements, rules, regulations and policies
- 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 stakeholders to develop and implement human resource

**SPECIAL REQUIRMENTS**

Willing to work overtime, public holidays and weekends as requested

**SUPERVISORY RESPONSIBILITY**

Human Resource Assistant

Clerical Assistant

**REPORTING**

Reports directly to the Senior Human Resource Officer/Industrial Relations Specialist or duly authorized officer

**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of the principles and practices of good human resource and industrial relations management
- Knowledge of strategic planning methodologies
- Knowledge of Human Resources software applications
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- Current knowledge of developments related to business matters of interest to human resources, particularly legislation changes and developments and best practices
- Strong computer skills with Word, Excel, Outlook, Project and PowerPoint required
- Good organization and time management/project management skills

**CREDENTIALS AND EXPERIENCE**

- BSc. Degree in Social Sciences, preferably in Management or Human Resource Management from an accredited educational institution
- At least three years experience in Human Resource Management

**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:** \_\_\_\_\_