



TOBAGO REGIONAL HEALTH AUTHORITY
Job Title: Senior Human Resource Officer

- New Position Number: _____
- Revised Reports to: Assistant Manager, Human Resources
- Department: Human Resources
- Approved by: _____ Date: _____

JOB SUMMARY

The Senior Human Resources Officer will oversee the activity of a number of sub-units and contribute to the accomplishment of Human Resources goals and objectives by developing, advising on and implementing policies relating to the effective use of employees within the Authority.

RESPONSIBILITIES

- Ensures that effective and appropriate HR Policies and Procedures are in place which meet legal requirements, best practice and organizational objectives
- Drafts Board notes, circulars, organizational charts, schedules and correspondences and answers routine queries on Human Resources matters
- Provides technical support in the development of Human Resources policies and procedures
- Facilitates the implementation of decisions as taken by Board as directed
- Maintain a log of all policies and works with managers/supervisors/heads of departments to review policies
- Supervises and co-ordinates the work of subordinates dealing with appointments and other human resource matters concerning employees
- Reengineers work processes in sub-units to allow for increased productivity and efficiency
- Assist in the review of services and staffing needs to facilitate improving the introduction of new services.
- Facilitates the recruitment process for specific categories of staff
- Produces regular reports on key HR performance indicators to ensure service delivery is consistent and in line with agreed standards
- Collects, collates and analyzes data from functional units and ensures the preparation of reports on a monthly, quarterly and annual basis

- Identifies training needs from Performance Appraisal Report and forward same to the Education Department
- Initiates and assists in the formulation of short and long-term training programmes to meet developmental needs of staff within the sub-units
- Facilitates Human Resources coaching and mentorship with the Human Resources staff in the sub-units.
- Conducts research and audits as required
- Verifies worksheets for payment of arrears to staff
- Initiates and implements administrative action to ensure that appointments, promotions, transfers, and separations are carried out fairly, equitably and in accordance with contractual agreements and standing instructions
- Collates and analyzes Human Resources data and prepare informational or operational reports in approved formats
- Assists in the development of annual budgets
- Manages and leads on HR projects and initiatives ensuring that implementation is achieved on time and within budget
- Prepares more complex Human Resource correspondence
- 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 Officer
Human Resource Assistant
Clerical Assistant

REPORTING

Reports directly to the Assistant Manager, Human Resources 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
- Strong leadership, team building and interpersonal skills
- Strong organizational and self-management skills
- Effective time management skills
- Ability to multitask and co-ordinate routine activities
- Ability to establish and maintain effective working relationships with clients and other employees
- Able to work without supervision

CREDENTIALS AND EXPERIENCE

- BSc. Degree in Social Sciences, preferably in Management or Human Resource Management from an accredited educational institution
- At least five years experience in Human Resource Management
- Introductory/Intermediate training in Industrial Relations/Strategic Planning (*an asset*)

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:** _____