



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SENIOR HUMAN RESOURCE OFFICER	<b>2. DIVISION</b>  HEAD OFFICE	<b>3. DEPARTMENT</b>  OFFICE OF THE GENERAL MANAGER- HUMAN RESOURCES
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Senior Human Resource Officer will report to the General Manager-Human Resources.	<b>5. NATURE &amp; SCOPE</b>  The Senior Human Resource Officer is responsible for ensuring that Human Resources activities and support are responsive to the strategic objectives of the Authority as directed by the General Manager-Human Resources. He/She will be responsible assisting in the development and implementation of Human Resources Policies and Procedures; for the development of Human Resources strategic plans and for monitoring the performance of such plans.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Senior Human Resource Officer: <ul style="list-style-type: none"> <li>❑ Assists in the development of Human Resources procedural guidelines for the ERHA in keeping with policies and procedures established by the Ministry of Health and the Board and provide advice to the Board, Executive Team and Line Managers on all matters relating to the Human Resource Management.</li> <li>❑ Guides the implementation and administration of a modern Human Resources Management System together with all related sub-systems in the Authority.</li> <li>❑ Provides support to the office of the General Manager-Human Resources with the supervision of the daily functions performed by subordinates within the unit and projects administered.</li> <li>❑ Assesses the Authority's Human Resources needs; develops and co-ordinates strategic Human Resources and succession plans to meet the Authority's requirements.</li> <li>❑ Assists with the coordination of the Human Resources Function throughout all Administrative Units within the Eastern Regional Health Authority.</li> <li>❑ Assists the General Manager-Human Resources in the management development activities and advise on organization design.</li> <li>❑ Prepares notes for relevant committees for approval as requested by the General Manager-Human Resources</li> <li>❑ Prepares human resources research and prepare position papers and reports for the guidance of the General Manager-Human Resources.</li> <li>❑ Collaborates with the Employment and Employee Services Department, Organization and Employer Development, Industrial Relations, Compensations and Benefits Administration Unit and HR Sub-Units to ensure the Authority's Human Resources strategic objectives are met.</li> <li>❑ Provides Human Resource guidance to staff employed in the Authority</li> <li>❑ Prepares reports as requested.</li> <li>❑ Perform related duties as assigned by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>❑ Comprehensive knowledge of current human resources practices and systems</li> <li>❑ Some knowledge Industrial Relations legislation and practices.</li> <li>❑ Extensive knowledge of job analysis techniques, the establishment of performance standards and the design of Evaluation Systems.</li> <li>❑ Knowledge of organization design and analysis techniques.</li> <li>❑ Knowledge of Organization Development Techniques, Systems and Practices.</li> <li>❑ Knowledge of Training and Development Techniques and Practices.</li> <li>❑ Knowledge of current professional issues in Human Resources Management.</li> <li>❑ Ability to establish and maintain effective working relationships with staff and external clients</li> </ul>		

## **8. MINIMUM TRAINING AND EXPERIENCE**

- Training as evidence of a First Degree in a Human Resource Management or Business Management
- Minimum of seven (7) years' experience of which three (3) must be at a senior level in Human Resources.
- Any equivalent combination of qualifications and experience.

## **9. SUPERVISORY RESPONSIBILITIES**

- Clerk I

## **10. COMMUNICATION AND WORKING RELATIONSHIP**

### ***Internal:***

- General Manager-Human Resources
- Manager-Employment and Employee Services
- Manager-Industrial Relations, Compensation and Benefits Administration
- Manager-Organisational and Employee Development
- Human Resource-Sub Units
- Other members of the Management Team
- Accounts Department
- Line Managers/Supervisors
- All Heads of Department
- All Staff

### ***External:***

- Other Regional Health Authorities
- Ministry of Health
- Regulatory Bodies
- Training Institutions
- National United Government Federated Workers (NUGFW)
- Pension Oversight Committee
- Employee Assistant Programme provider
- Ministry of National Security
- Recruitment Agencies
- Ministry of Labor
- Consultants and other service providers