



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> HUMAN RESOURCE MANAGER	<b>2. DIVISION</b> HEAD OFFICE	<b>3. DEPARTMENT</b> HUMAN RESOURCES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Human Resource Manager will report to the General Manager- Human Resources.		<b>5. NATURE &amp; SCOPE</b> The Human Resource Manager is responsible for coordinating Human Resources Planning, Organisational Development, and Performance Management and delivering educational and training programmes to fill performance gaps and develop all levels of staff.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Human Resource Manager:		
<ul style="list-style-type: none"> <li>❑ Interprets the Region’s Strategic and Business Plans and determine the Human Resources Planning requirements to give effect to strategic and business objectives so that Human Resources initiatives are aligned to business strategy.</li> <li>❑ Designs and assists with the implementation of organizational development initiatives to ensure relevance with environmental changes at the regional, national and international level</li> <li>❑ Monitors the implementation, application and effectiveness of established organisational development plans and programmes.</li> <li>❑ Liaises with and provides technical guidance to Line Managers on the determination of and provide for appropriate organizational structures, job analysis, job design and staffing establishment.</li> <li>❑ Utilizes data from the Human Resources Information System to support forecasting, planning and decision making</li> <li>❑ Assists in ensuring the effectiveness of the Authority’s performance management system using a result-based management approach</li> <li>❑ Ensures that Performance Appraisals are carried out by Line Managers and supervisors in keeping with Human Resources Policies and Procedures and that training needs are identified to support employee development.</li> <li>❑ Assists in the development of the Authority’s training budget.</li> <li>❑ Designs, develops and coordinates in collaboration with the Coordinator, Staff Development Unit and the Training Officer the implementation and evaluation of the Authority’s Training Programmes to ensure the achievement of desired objectives.</li> <li>❑ Participates in the Authority’s strategic planning exercise.</li> <li>❑ Prepares Board notes as required by the General Manager-Human Resources.</li> <li>❑ Develops policies and procedures as required to support the Organisational and Employee Development Unit.</li> <li>❑ Liaises with Line Managers to identify meaningful Human Resources Development needs and to design a structure and implement suitable Training Programmes for their respective employees.</li> <li>❑ Ensures the provision of Counseling, Talent Management, Career Guidance, Succession Planning and Behaviour Modification Services for staff at all levels in the Authority.</li> <li>❑ Develops and implement a training agenda annually for building management competencies.</li> <li>❑ Provides leadership in influencing organisational change in the Authority.</li> <li>❑ Develops a learning culture in order to develop the organisation and individuals.</li> <li>❑ Collaborates where necessary with external training providers in the delivery of training programs.</li> <li>❑ Develops and implements an effective workforce development strategy.</li> <li>❑ Supports the Authority by engaging in initiatives to promote the organisational culture.</li> <li>❑ Establishes metrics to manage the performance of the Organisational and Employee Development Unit.</li> <li>❑ Provides support to General Manager-Human Resources on structure and culture to support organisational changes.</li> <li>❑ Performs related work as may be required by the appropriate Authority.</li> </ul>		

## 7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of statutory laws and government regulations related to the Recruitment function.
- Working knowledge of Human Resources Management principles and procedures.
- Working knowledge of human resources computer-based applications
- Specialized knowledge of Recruitment principles and practices.
- Excellent communication skills both oral and written.
- Ability to coach and mentor subordinate staff
- Ability to develop and maintain healthy and productive work relationships.
- Ability to implement and co-ordinate work.

## 8. MINIMUM TRAINING AND EXPERIENCE

- First Degree in Human Resources or Education from a recognized university.
- Post graduate certification in a specialized area of Human Resources would be an asset.
- A minimum of seven (7) years experience of which three (3) must have been in a specialist field.
- Experience in managing change in large complex organisations and a track record of participation in organisational transformation activities with strengths in facilitating the management of change.
- Experience at managing the training portfolio of a large organisation.
- Any equivalent combination of training and experience.

## 9. SUPERVISORY RESPONSIBILITIES

- Training Officer
- Human Resource Assistant
- Junior Administrative Assistant
- Clerk I

## 10. COMMUNICATION AND WORKING RELATIONSHIP

### ***Internal:***

- General Manager-Human Resources
- Coordinator, Staff Development Unit
- All other members of the Management Executive Team and wider Management Team
- All staff

### ***External:***

- Other Regional Health Authorities
- Ministry of Health
- Ministry of Science, Technology and Tertiary Education
- Ministry of Public Administration and Communications
- Regulatory bodies (Accreditation Council of Trinidad and Tobago, Nursing Council, Medical Board of Trinidad and Tobago etc)
- National United Government Federated Workers (NUGFW)
- Recruitment agencies
- Tertiary institutions