



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SENIOR HUMAN RESOURCE OFFICER	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT HUMAN RESOURCES
4. ORGANISATIONAL RELATIONSHIP The Senior Human Resource Officer will report to the General Manager-Human Resources/Manager-Hospital Administration.	5. NATURE & SCOPE 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/Manager-Hospital Administration. 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 for the Hospital and for monitoring the performance of such plans.	
6. SPECIFIC ACCOUNTABILITIES The Senior Human Resource Officer:		
<ul style="list-style-type: none"> <input type="checkbox"/> 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 Management at Sangre Grande Hospital. <input type="checkbox"/> Guides the implementation and administration of a modern Human Resources Management System together with all related sub-systems in the Authority. <input type="checkbox"/> Provides support to the office of the General Manager-Human Resources/Manager-Hospital Administration with the supervision of the daily functions performed by subordinates within the unit and projects administered. <input type="checkbox"/> Assesses the Authority's Human Resources needs; develops and co-ordinates strategic Human Resources and succession plans to meet the Hospital's requirements. <input type="checkbox"/> Assists with the coordination of the Human Resources Function throughout all departments within the Hospital. <input type="checkbox"/> Assists the General Manager-Human Resources/Manager-Hospital Administration in the management of development activities for the Hospital. <input type="checkbox"/> Facilitates the implementation of decisions as taken by Board upon the instruction of the General Manager-Human Resources and Manager-Hospital Administration. <input type="checkbox"/> Prepares notes for relevant committees for approval as requested by the General Manager-Human Resources/Manager-Hospital Administration. <input type="checkbox"/> Prepares human resources research and prepare position papers and reports for the guidance of the General Manager-Human Resources/ Manager-Hospital Administration. <input type="checkbox"/> Collaborates with the Employment and Employee Services Department, Organization and Employer Development, Industrial Relations, Compensations and Benefits Administration Unit to ensure the Hospital's strategic objectives are met. <input type="checkbox"/> Provides Human Resources support information in the development of the Authority's Business Plan. <input type="checkbox"/> Provides Human Resource guidance to staff employed in the Hospital. <input type="checkbox"/> Prepares reports as requested. <input type="checkbox"/> Perform related duties as assigned by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive knowledge of current human resources practices and systems <input type="checkbox"/> Some knowledge Industrial Relations legislation and practices. <input type="checkbox"/> Extensive knowledge of job analysis techniques, the establishment of performance standards and the design of Evaluation Systems. <input type="checkbox"/> Knowledge of organization design and analysis techniques. <input type="checkbox"/> Knowledge of Organization Development Techniques, Systems and Practices. <input type="checkbox"/> Knowledge of Training and Development Techniques and Practices. <input type="checkbox"/> Knowledge of current professional issues in Human Resources Management. <input type="checkbox"/> Ability to establish and maintain effective working relationships with staff and external clients 		

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

- Human Resource Officer III
- Human Resource Officer II
- Human Resource Officer I
- Human Resource Assistant II
- Human Resource Assistant I
- Human Resource 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)
- Employee Assistant Programme provider
- Ministry of National Security
- Recruitment Agencies
- Consultants and other service providers