

JOB DESCRIPTION						
JOB TITLE	Senior Manager, Human Resources					
DIVISION	Corporate Services	DEPARTMENT		Human Capital Management		
REPORTS TO	Chief Human Resource Officer	SUPERVISES		Manager – HR Reporting & Analytics Manager – Employee and Industrial Relations		
JOB SUMMARY	The Senior Manager, Human Resources, will provide overall management and coordination of human resource activities and play an integral role in driving HR initiatives and strategies for both the HR Reporting and Analytics and the Employee and Industrial Relations Functions within the Authority to support the attainment of the Authority’s strategic goals.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Master’s Degree in Human Resource Management, Business Administration or a related field. • Bachelor’s Degree in Law or Labour Studies, Human Resource Management or Organizational Psychology. • Professional Certificate in Industrial Relations or Mediation. • HR Certification (SHRM-SCP, SPHR) would be an asset. 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> • Considerable knowledge of human resource principles and best practises. • In-depth knowledge of employee law and principles and practises of industrial relations inclusive of disciplinary procedures and arbitration processes. • Extensive knowledge of principles and techniques of strategic human resource planning. • Knowledge of government human resource policies and procedures would be an asset. 					
EXPERIENCE	<ul style="list-style-type: none"> • Eight (8) years of progressive human resource and industrial relations experience including at least five (5) at a Managerial level. • Experience leading human resource planning in a management with demonstrated leadership in HR service delivery and employee relations. 					
OTHER	<ul style="list-style-type: none"> • Any equivalent combination of education and experience 					
COMPETENCIES						
BEHAVIORAL COMPETENCIES	COMPETENCY	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail					
	Communication					
	Continuous learning					
	Client orientation					
	Decision making					
	Emotional intelligence					

	Ethics, integrity and transparency					
	Leadership					
	Organizational knowledge and awareness					
	Strategic thinking					
	Analytical skills					
	Teamwork					

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TECHNICAL COMPETENCIES	Employment laws; practices and regulations					
	Conflict Resolution, Mediation and Negotiation					
	Written advocacy					
	Building organizational capability					
	Relationship Management					
	Human resource expertise					
	Consultation/ partnering with stakeholders					
	Strategic Planning					
	Change Management					
	Project management					
	Business acumen					
	Risk management					
	Proficiency in MS Office Suite					

RESPONSIBILITIES AND ACCOUNTABILITIES						
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- Collaborate with the CHRO to drive initiatives that promote organizational effectiveness, change management conflict resolution and employee engagement.
- Collaborate with CHRO and Senior Manager, Workforce Planning and Talent Management to develop and implement HR Strategies in alignment with the Authority’s goals.
- Collect, compile and analyse organisational and HRM data in order to provide a basis for human resource planning and the maintenance of a human resource management system.
- Partner with CHRO and Senior Manager, Workforce Planning and Talent Management to drive innovation, promote employee engagement, diversity and other people initiatives.
- Oversee the management of the disciplinary process by ensuring adherence to proper industrial relations practices and procedures prior to the initiation of disciplinary proceedings.
- Represent the Authority in matters before the Equal Opportunity Commission, Ministry of Labour and Industrial Court as required.
- Scan internal environment, identify areas of vulnerability and recommend appropriate industrial relations intervention strategies to reduce the Authority’s industrial relations risk.
- Develop and execute Project Plans for human resource strategic planning and other processes as required.
- Provide written advice and guidance regarding the application of HRM policies, procedures, rules and regulations.

- Identify training needs, prepare training plans, courses and materials, deliver training in relevant areas as necessary.
- Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
- Prepare comprehensive reports, draft Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments and other documents related to employee relations and industrial relations matters.
- Monitor business processes of the HR Reporting and Analytics and Employee and Industrial Relations Sections to ensure efficiency and effectiveness in the management of matters.
- Prepare relevant HR policies and procedures, desk manuals, workflow charts and other organizational planning tools as required.
- Monitor performance of HR Reporting and Analytics and Employee and Industrial Relations Sections fostering a culture of continuous learning and development.
- Develop KPIs for the Department and team members and utilise the Performance Management System to manage performance.
- Remain updated on relevant tools, methodologies, and technology.
- Perform other job-related duties as required.

Please email your CV and cover letter to: hrtechrecruiting@gmail.com addressed to:

Subject: TTRA, Senior Manager, Human Resources

Closing Date: September 3rd, 2024

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.