

JOB DESCRIPTION						
JOB TITLE	Manager, Compensation and Benefits Administration					
DIVISION	Corporate Services	DEPARTMENT	Human Capital Management			
REPORTS TO	Senior Manager, Workforce Planning and Talent Management	SUPERVISES	Senior Professional, Compensation and Benefits; HRO I, Compensation and Benefits.			
JOB SUMMARY	The Manager, Compensation and Benefits is responsible for managing the compensation and benefits function. The incumbent will plan, develop, implement and administer approved Compensation and Benefits Plans and Programs in alignment with the Authority's goals.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Bachelor's Degree in Human Resources, Business Administration or related discipline. 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Sound knowledge of compensation and performance management strategies and benefits administration. Familiarity with market salary trends and compensation bench marking. 					
EXPERIENCE	<ul style="list-style-type: none"> Five (5) years progressive human resource experience with at least three (3) years in a managerial role. Proven experience in designing and implementing compensation programmes, inclusive of bonus and incentives schemes and administering benefits. 					
OTHER	<ul style="list-style-type: none"> Any other equivalent combination of education and experience. 					
COMPETENCIES						
BEHAVIOURAL COMPETENCIES	COMPETENCY	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail					
	Communication					
	Continuous learning					
	Conflict resolution					
	Client orientation					
	Decision making					
	Emotional intelligence					
	Ethics, integrity and transparency					
	Leadership					
	Organizational knowledge and awareness					
	Strategic thinking					
	Analytical skills					
Teamwork						

TECHNICAL COMPETENCIES	Human Resource expertise				
	Compensation Principles & Practises				
	Benefits Administration				
	HRIS/HRMS				
	Relationship Management				
	Building organisational capability				
	Monitoring HR program effectiveness				
	Innovation				
	Employment laws; practices and regulations				
	Negotiation				
	Business acumen				
	Risk Management				
	Change Management				
	Project Management				
	Written advocacy				
Proficiency in Microsoft Office Suite					

RESPONSIBILITIES AND ACCOUNTABILITIES

- Manage the design and implementation of approved compensation structures and benefits programs.
- Collaborate with HR Senior Management on the implementation of human resource strategies to drive retention and employee engagement.
- Manage the design and implementation of a Rewards Strategy for the Authority to ensure internal equity and external competitiveness.
- Manage the administration of employee benefits programs, including but not limited to leave, health insurance, pension plans, and other incentives.
- Participate in compensation and benefits and labour market surveys as approved by the Chief Human Resource Officer (CHRO).
- Monitor and analyse the effectiveness of compensation and benefits programs and recommend improvements as needed.
- Consistently audit internal pay practices to ensure ongoing regulatory and legislative compliance.
- Provide internal consultancy to management, the HR team and wider staff on all compensation and benefits related matters.
- Assist the Senior Manager, Workforce Planning and Talent Management in overseeing the development and implementation of policies and standard operating procedures as required.
- Liaise with external service providers on employee pension, medical and insurance plans as required.
- Collaborate with the Manager, HR Reporting and Analytics on data analysis and productivity measures in relation to areas of responsibilities.
- Liaise with the Enterprise Risk Management Department to identify and implement strategies to mitigate risks as required.
- Develop KPIs for the Department and team members and utilise the Performance Management System to manage performance.
- Prepare Reports, Notes, Board Papers and recommendations for CHRO and Senior HR Manager.

- Remain updated on relevant tools, methodologies, and technology.
- Perform other job-related duties as required.

Submission of Applications:

Email a copy of your CV and Cover letter to: hrtechrecruiting@gmail.com

Application Deadline: 12:00 midnight, September 30th 2024.

TTRA is committed to creating and maintaining a diverse work environment which promotes inclusion, respect, and dignity. Applications are only open to citizens of Trinidad and Tobago, or CARICOM citizens with a valid CSME Skills Certificate.

Only shortlisted candidates will be contacted.