

JOB DESCRIPTION						
JOB TITLE	Manager, Workforce Planning and Talent Management					
DIVISION	Corporate Services	DEPARTMENT	Human Capital Management			
REPORTS TO	Senior Manager, Workforce Planning and Talent Management	SUPERVISES	Senior Professional HR Planning, Policy Development and Recruitment; Senior Professional, Learning and Development; and Senior Professional Performance Management.			
JOB SUMMARY	The Manager, Workforce Planning and Talent Management, is responsible for developing and implementing workforce planning and talent management strategies that align with the Authority's goals. The incumbent will analyse workforce data and forecast the Authority's human resource needs. The Manager will collaborate with various departmental Heads to ensure the organization has the right talent in place to meet current and future demands.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> <li>Bachelor's Degree in Human Resource Management, Business Administration or a related field.</li> <li>HR Certification (SHRM-CP, PHR) or Strategic Workforce Planning (SWP) would be an asset.</li> </ul>					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> <li>Sound knowledge of workforce planning, training and talent management principles and practices and methodologies</li> </ul>					
EXPERIENCE	<ul style="list-style-type: none"> <li>Six (6) years of progressive human resource experience with at least three (3) years in a managerial role.</li> <li>Proven experience in workforce planning, and developing and implementing talent management and performance management strategies.</li> <li>Public Sector experience in Human Resource Management.</li> </ul>					
OTHER	<ul style="list-style-type: none"> <li>Any other equivalent combination of education and experience.</li> </ul>					
COMPETENCIES						
BEHAVIORAL 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					
<b>TECHNICAL COMPETENCIES</b>						
<b>TECHNICAL COMPETENCIES</b>	Human Resource expertise					
	HRIS/HRMS					
	Relationship Management					
	Organizational Development					
	Workforce Planning Principles & Practises					
	Talent Management					
	Monitoring HR program effectiveness					
	Employment laws; practises and regulations					
	Negotiation					
	Innovation					
	Business Acumen					
	Project Management					
	Risk Management					
	Written advocacy					
	Proficiency in Microsoft Office Suite					

**RESPONSIBILITIES AND ACCOUNTABILITIES**

- Analyse workforce data and trends to forecast future human resource needs to inform decision-making.
- Develop and implement workforce plans and talent management strategies to ensure the optimal performance of the Authority.
- Collaborate with Senior HR Management and Departmental Heads to identify workforce needs and develop training and development plans and competency frameworks.
- Lead the development and implementation of workforce policies and procedures to ensure compliance with employment law, organizational standards and best practices.
- Conduct job analysis and job evaluation for roles within the Authority as required.
- Collaborate with Departmental Heads and Senior HR Management to assess training and development needs.
- Oversee the design, delivery, and evaluation of training programs to ensure effectiveness, continuous improvement and career progression.
- Manage the implementation and maintenance of Learning Management Systems (LMS) and other training technologies.
- Manage and monitor day-to-day activities associated with workforce planning recruitment and selection, performance management and talent management.
- Manage and monitor the Performance Management System in collaboration with the Chief Human Resource Officer (CHRO), Senior Manager, Workforce Planning and Talent Management.
- Provide guidance and support to Department Heads on performance management matters.
- Lead the development and implementation of HR policies, systems and procedures, ensuring compliance with employment law, regulations and industry best practices.
- Develop KPIs in consultation with the CHRO and other Senior HR Managers for team members and utilise the Performance Management System to manage performance.

- Implement change management initiatives for the Department to ensure attainment of human resource goals and organizational objectives.
- Develop and manage the Section's budget in collaboration with the Senior HR Manager and ensure efficient allocation of resources.
- Represent the department in meetings as required.
- Draft reports, presentations, and other documentation as required by senior management.
- Remains 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](mailto:hrtechrecruiting@gmail.com)

**Application Deadline: 12:00 midnight, September 24<sup>th</sup> 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.*