

JOB DESCRIPTION						
JOB TITLE	Senior Manager, Workforce Planning and Talent Management					
DIVISION	Corporate Services	DEPARTMENT		Human Capital Management		
REPORTS TO	Chief Human Resource Officer	SUPERVISES		Manager, Workforce Planning and Talent Management Manager, Compensation and Benefits Administration		
JOB SUMMARY	The Senior Manager, Workforce Planning and Talent Management is responsible for developing and implementing strategies to attract, retain, develop and engage talent in alignment with the Authority's strategic objectives. The incumbent will lead and manage continuous improvement initiatives to streamline the systems and processes to enhance workforce execution effectiveness.					
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 discipline. 					
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Considerable knowledge of human resource principles and best practises. In-depth knowledge of workforce planning, recruitment and selection, talent management, performance management and compensation and benefits administration.. 					
EXPERIENCE	<ul style="list-style-type: none"> Eight (8) years of progressive human resource experience including at least five (5) at a managerial level. Proven experience leading human resource planning, recruitment and compensation functions. 					
OTHER	<ul style="list-style-type: none"> Any other 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						
TECHNICAL COMPETENCIES							
TECHNICAL COMPETENCIES	Human Resource expertise						
	Relationship management						
	Organizational Development						
	Compensation & Benefits Administration						
	Performance management						
	Talent Management						
	HR Strategic Planning						
	Workforce Planning						
	Monitoring HR program effectiveness						
	Innovation						
	Business acumen						
	Employment laws, practices, & regulations						
	Negotiation						
	Risk Management						
	Project Management						
	Change management						
Written advocacy							
Proficiency in MS Office Suite							
RESPONSIBILITIES AND ACCOUNTABILITIES							
<ul style="list-style-type: none"> • Lead in consultation with the CHRO, the development and implementation of workforce planning, recruitment, training, performance management and compensation strategies to drive talent management, retention and employee engagement in alignment with the Authority goals. • Design continuous improvement and innovation initiatives for talent management, succession planning, learning and compensation processes by ensuring integration and alignment with the Authority’s Strategic Plan and in collaboration with the CHRO. • Partner with leaders throughout the Authority to create, deploy and drive strategies to strengthen talent management, identifying talent gaps ensuring alignment and integration with other organizational functions and priorities. • Monitor business processes of the workforce planning, compensation and benefits and learning and development sections to ensure efficiency and effectiveness in the management of matters. • Collaborate with the other Senior Manager and Manager, HR Reporting and Analytics for the development of workforce planning, recruitment and performance management metrics and dashboards. • Collaborate with the CHRO to engage and manage external training providers and consultants. • Direct the design and implementation of an approved Rewards Strategy and Plan for the Authority.. • Provide written advice and guidance regarding the application of HRM policies, procedures, rules and regulations. • Oversee the development and implementation of HR policies, processes, initiatives, and surveys. 							

- Develop, execute and manage Project Plans for human resource projects and other processes as required.
- Collaborate with the CHRO to develop and manage the department's budget, ensuring efficient allocation of resources.
- Develop in consultation with the CHRO, KPIs for direct reports and utilise the Performance Management System to manage performance.
- Prepare comprehensive reports, draft Cabinet/Ministerial Notes, internal notes, circulars and memoranda as required.
- 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 24th 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.