

JOB DESCRIPTION						
<b>JOB TITLE</b>	<b>Senior Professional, HR Planning, Policy Development, and Recruitment</b>					
<b>DIVISION</b>	Corporate Services	<b>DEPARTMENT</b>	Human Capital Management			
<b>REPORTS TO</b>	Manager, Workforce Planning and Talent Management	<b>SUPERVISES</b>	HRO I – Workforce Planning, Policy Development & Recruitment (2)			
<b>JOB SUMMARY</b>	The Senior Professional, HR Planning, Policy Development, and Recruitment plays a pivotal role in supporting the Manager, Workforce Planning and Talent Management in the development and implementation of HR strategies. The incumbent has responsibility for implementing recruitment and manpower plans.					
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE						
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Bachelor’s Degree in Human Resource Management, Business Administration, or a related discipline.</li> </ul>					
<b>KNOWLEDGE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Considerable knowledge of HR Planning, HR Policy Development, and Recruitment and Selection processes.</li> <li>Sound knowledge of employment laws and regulations.</li> </ul>					
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum of five (5) years progressive experience in HR planning, policy development, and recruitment and selection processes with at least two (2) years in a supervisory role.</li> <li>Experience in HR planning, policy development and recruitment and selection processes.</li> </ul>					
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Any other equivalent combination of education and experience.</li> </ul>					
COMPETENCIES						
<b>BEHAVIORAL COMPETENCIES</b>	<b>COMPETENCY</b>	<b>FOUNDATIONAL</b>	<b>BASIC</b>	<b>PROFICIENT</b>	<b>ADVANCED</b>	<b>MASTERY</b>
	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			■			
<b>TECHNICAL COMPETENCIES</b>	Human Resource Expertise			■		
	HRIS/HRMS			■		
	Employment laws, practices and regulations			■		

	Building organizational capability				
	Relationship Management				
	Talent Management				
	Monitoring HR program effectiveness				
	Business acumen				
	Negotiation				
	Project management				
	Innovation				
	Risk Management				
	Written advocacy				
	Proficiency in MS Office Suite				

**RESPONSIBILITIES AND ACCOUNTABILITIES**

- Assist the Manager, HR Planning, Policy Development, and Recruitment with the development and implementation of recruitment and talent management strategies.
- Assist in conducting workforce planning and forecasting to ensure alignment between staffing requirements and organizational needs.
- Analyse trends and metrics in HR planning to identify opportunities for improvement and to make data-driven decisions.
- Develop and design job descriptions.
- Develop and implement approved HR policies and procedures under the guidance of the Manager, HR Planning, Policy Development, and Recruitment.
- Assist with the Implementation of innovative recruitment techniques and tools to attract diverse candidates and improve the efficiency of the recruitment process.
- Assist the Manager, HR Planning, Policy Development, and Recruitment in the preparation and monitoring of the Section’s budget.
- Manage relationships with external recruitment agencies and other key stakeholders to enhance recruitment efforts.
- Prepare reports, Notes and Board Papers as required.
- Provide guidance and support to HR staff and other departments as required.
- Assist with the performance assessment of supervised staff.
- 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: [recruitment@eastmanandassociates.net](mailto:recruitment@eastmanandassociates.net)

**Application Deadline: 12:00 midnight, September 27<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.*