

National Carnival Commission Job Evaluation and Compensation Exercise

Job Description Form

POSITION TITLE:	Manager Human Resources
POSITION CLASS:	Senior Management
DEPARTMENT:	Human Resources
DATE WRITTEN:	13/07/2021
WRITTEN BY:	
REPORTS TO (JOB TITLE):	Chief Executive Officer
SUPERVISES:	e.g. HR Specialist, HR Officer, Health and Safety Officer, HSE Assistant, HR Assistant, Hospitality Attendant, Operator/Clerk
DATE APPROVED for Job Evaluation:	17/07/2021

<p>A. POSITION PURPOSE: (What are the end results or objectives of this office? Why does the job exist?)</p>
<p>The Human Resource Manager is responsible for developing/distilling and implementing HR Strategies in alignment with the organization’s Strategic Plan. The position is responsible for identifying and attracting appropriate talent required and creating strategic alignment of the Commission’s Human Capital required to facilitate the successful implementation of the organization’s strategy. The role is also responsible for developing HR Policies and Procedures around recruitment, talent management, performance management and training that focuses on achieving organisational efficiency and effectiveness through Human Capital Management. The position also supervises a small team of personnel including but not limited to, the HR Specialist and HR Officer.</p>

<p>B. MAJOR DUTIES & RESPONSIBILITIES: (What are the major duties associated with this office? Estimate the percentage of time spent on each.)</p>		
<i>Category</i>	<i>Functions/ Tasks</i>	<i>% of Time Spent on each Category</i>
Strategic	<p>Develop and Distills HR Strategy and Policy across the Commission in Alignment to the Strategic Plan</p> <ul style="list-style-type: none"> • Meets with members of HR Committee and NCC Corporate Team to create HR strategy and HR Budget Estimates • Analyses and develops strategic and practical options e.g. Recruitment and Selection, training etc. to deal with NCC challenges • Crafts and documents policy-based approaches to the main HR activities at NCC, HR planning, recruitment 	30%

	<p>and selection, compensation, training and development and performance management e.g. HR Policy, Performance Management Policy, Disciplinary Matrix and the Appeals Process</p> <ul style="list-style-type: none"> • Drives HR Strategies and identify manpower requirements across all departments for Permanent, Contract and Casual/Temporary hires 	
Operational	<p>Provides guidance to the Leadership/Management team on HR Policies, Procedures and Systems</p> <ul style="list-style-type: none"> • Designs, reviews and redesigns people systems e.g. Performance Management System, Interview Templates, Reevaluate Jobs and Negotiate collective agreements • Implements/deploys improved processes that empower Line Managers to take responsibility for Human Capital Development activities e.g. coaching, leave management, performance management. • Defines and implements strategies for motivation, recognition, and reward of employees for achievements, which support the strategic direction of the company, reinforce desired behaviors and build a performance culture. • Fosters and facilitates a consultative approach to providing Line Managers with appropriate HR solutions – i.e be a Strategic Partner to management <p>Reviews and validates Human Capital Development and Administration Activities</p> <ul style="list-style-type: none"> • Reviews and validates all HR activities e.g. Training Need Analysis, Training Plans, Performance reviews of direct staff and overall Staff Performance • Monitors HR Budget and spend on activities such as recruitment and training 	40%
People	<p>Supervises Human Resources Staff in the execution of HR Activities</p> <ul style="list-style-type: none"> • Performs staff appraisals for all HR Staff, collates scores and prepare interventions for improvements • Reviews staff work i.e. reports, presentations etc. for accuracy and relevance • Addresses, HR staff issues and concerns • Approves all types of leave e.g. vacation, maternity etc. <p>Collates and reviews overall Performance of all staff for submission to CEO</p> <ul style="list-style-type: none"> • Collates and reviews performance appraisals for all staff including Line Managers' performance for submission to CEO • Discuss and develop interventions/initiatives for employee development • Provides guidance to all staff on HR initiatives 	15%
Reporting	<p>Prepares HR Reports and presentation for HR Committee of the Board and CEO</p> <ul style="list-style-type: none"> • Prepares monthly HR reports on activities, spend and upcoming initiatives to CEO for review and submission to the HR Committee 	10%

	<ul style="list-style-type: none"> Contributes to preparation of Financial Statements and Budget Updates to Line Ministry and Ministry of Finance 	
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C. OTHER DUTIES & RESPONSIBILITIES: (These are infrequent tasks performed, if carried out by someone else, would not affect the essence of the office).	
Category	% of Time spent on activity
Administers other systems that may or may not be not owned by HR but impact the organizations people <ul style="list-style-type: none"> Plans and reviews Health and Safety Operations Reviews and represents employees and the organizations interest in the negotiations of insurance policy e.g. Health, Death, Pensions, NIS etc Facilitates Payroll, Statutory Employee Deductions and Employee requested deductions 	5%

D. KEY CONTACTS: (List the individuals/institutions with whom the incumbent will have contact & state the nature of these contacts)	
Internal Contacts	External Contacts
<ul style="list-style-type: none"> Finance Department (e.g. Finance Officer and Accountant) <ul style="list-style-type: none"> To provide updates on the releases available for HR activity e.g. Pensions, Payroll, Training, Employee Contract renewals CEO <ul style="list-style-type: none"> To approve employee contracts, resolve industrial relations issues, update/report on HR projects' schedule, HR Committee and Corporate Secretary <ul style="list-style-type: none"> To discuss proposed policy changes and to review recommended HR/OSH policy before final NCC Board Approval All Management Staff <ul style="list-style-type: none"> To provide Strategic Partner support to all line managers All non-management staff <ul style="list-style-type: none"> To facilitate collaboration, meet with, discuss HR challenges, investigate and develop possible solutions and recommend approaches that create a productive work environment and culture 	<ul style="list-style-type: none"> Ministry of Tourism <ul style="list-style-type: none"> To respond to the Ministry of Tourism and Culture's requests e.g training needs analysis for the Ministry. (training for frontline carnival staff) NCC Insurance Brokers and other employee related service providers <ul style="list-style-type: none"> To discuss, approve and occasionally renegotiate employee benefits HR Project Consultants <ul style="list-style-type: none"> To ensure the successful completion of HR Projects Ministers/MP/ Member of the General Public <ul style="list-style-type: none"> To select persons desirous of seasonal employment during carnival Special Interest Groups <ul style="list-style-type: none"> To provide HR support for event IGovTT <ul style="list-style-type: none"> To requests support on IT related matters

E. ACCOUNTABILITY TO: (To whom are you accountable and for what, with respect to specific duties performed? You may be accountable to one or many positions)

<i>Who (Position Title)</i>	<i>What</i>	<i>How often</i>
HR Committee of the Board	<ul style="list-style-type: none"> To present reports on the HR function including, recruitment initiatives, training, budget and spend, negotiations, salary matters and any other HR related issues 	Monthly
CEO	<ul style="list-style-type: none"> To present reports on the HR function including, recruitment initiatives, training, budget and spend, negotiations, salary matters, performance and any other HR related issues to be elevated to the Board To support in the development of the Strategic Plan on matters relating to Human Capital development 	As needed Yearly

F. SUPERVISORY RESPONSIBILITIES: (Provide the number and designation of employees supervised, level of authority to make recommendations/decisions)

Co-ordinate, supervise and guides work in support of the Human Resources Department for approximately 1 – 8 staff depending on the prevailing organisational arrangements including, but not limited to:

- HR Specialist
- HR Officer
- Health and Safety Officer
- HSE Assistant, HR Assistant
- Hospitality Attendant
- Operator/Clerk

G. ACCOUNTABILITY FOR: (What outputs are the position responsible for? How often?)

<i>Outputs</i>	<i>How Often</i>
<ul style="list-style-type: none"> HR Reports to the HR Committee of the Board 	Monthly
<ul style="list-style-type: none"> HR Reports and other status updates to the CEO 	As needed
<ul style="list-style-type: none"> Communications to the HR Department and rest of staff 	Ad Hoc
<ul style="list-style-type: none"> HR Budget Estimated 	Yearly

H. REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS: (What is the minimum combination of qualifications/ experience/ skills required to occupy this office?)

Qualifications

- B.Sc. Human Resource Management or Business Management with a specialisation in HR
- M.Sc in Human Resources Management./MBA with a specialisation in Human Resources Management would be an asset
- World at Work Certification would be an asset
- Society for Human Resource Management Certification would be an asset

Experience

- Considerable experience (4 - 8 years) in General HR Management, application of HR principles and techniques
- Or
- Through demonstrated proficiency in executing Strategic and Operational HR activities at a senior level

Knowledge and Skills

- Expert knowledge in Human Resource Management principles e.g. Competency Frameworks, Performance Management Systems etc.
- Substantial knowledge of Industrial Relations Laws and practices
- Substantial knowledge of Process Management principles and practices including Business Process reviews and improvement
- Specialist skills in Oral Communications
- Specialist skills in contract and collective bargaining negotiations
- Substantial skills in Financial Analysis
- In-depth skills in manipulating/ interrogating HRIS Systems (Software Skills)

I. WORKING CONDITIONS: (What are the working conditions? Be specific about noise, space, heat/cold, and repetitious work. Include mental, physical and environmental demands). Provide frequency, intensity and duration

Mental Demands

- Occasionally dealing with internal customers who can be irate, in need of advice, require support or coaching
- Occasionally managing tight deadlines brought about by project demands
- Regularly listening to employee performance challenges or complex HR issues and analyzing, evaluating and developing appropriate solutions/recommendations for CEO/NCC Board approval
- Occasionally developing HR Policy and Strategies

Physical Demands

- Regularly working an extended period in a seated position
- Regularly using the computer for extended periods
- Occasionally visiting other offices at headquarters or the savannah

Environmental Conditions

- Regularly working in a normal office environment with requirements to work outside regular working hours
- Occasionally working in hot, humid conditions when outside or on site visits