



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: HUMAN RESOURCE ANALYST

JOB SUMMARY:

The incumbent is required to perform professional work involving the implementation of Human Resource Management (HRM) policies, procedures, rules and regulations in the various functional areas of HRM in a Ministry/Department. Work includes providing HRM advice and guidance; interpreting and applying HRM policies and procedures; preparing and delivering training programmes; analysing HRM data; conducting investigations and research to inform HRM decision-making.

REPORTS TO:

Senior Human Resource Analyst or designated officer

SUPERVISION GIVEN TO:

Support Staff

DUTIES AND RESPONSIBILITIES:

- Interprets and applies HRM policies, procedures, rules, regulations, and related legislation in a Ministry/Department.
- Provides advice and guidance regarding the application of HRM policies, procedures, rules and regulations.
- Performs duties related to the staffing function of the Ministry/Department such as reviewing staffing needs, and making recommendations for recruitment and selection, appointments, promotions, transfers, discipline and leave arrangements.
- Interprets and applies the terms of collective and other agreements and other related industrial relations policies and procedures in respect of all staff.
- Identifies training needs; prepares training plans, courses and materials; delivers training in relevant areas including new employee orientation; evaluates effectiveness of training and revises as necessary.
- Evaluates and analyses training proposals submitted by training providers, ensuring appropriateness and alignment to proposed training budget; and determines/recommends the most suitable employees to attend relevant sessions.
- Conducts research into HRM and client satisfaction issues; analyses and evaluates data and makes recommendations on the application of HRM policies and procedures and/or changes to be made.
- Participates in the Ministry/Department's strategic planning and change management processes.
- Provides assistance in the performance management process in areas such as developing position descriptions and performance standards and ensuring timelines are met.
- Collects, compiles and analyses organisational and HRM data in order to provide a basis for human resource planning and the establishment and maintenance of a human resource database.
- Participates in the preparation of budgetary estimates of the HRM Division and assists in the preparation of

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| <p>the report on the staffing of the Ministry/Department.</p> <ul style="list-style-type: none"> ▪ Prepares comprehensive reports; drafts Cabinet/Ministerial Notes, internal notes, circulars, memoranda, statements of evidence and arguments in respect of grievances and disputes and other documents related to human resource matters. ▪ Prepares and maintains relevant HRM procedural manuals, desk manuals, workflow charts, data manuals and other organisational planning tools. ▪ Reviews representations from employees, associations/unions and other external individuals/agencies and provides advice regarding their resolution in accordance with existing human resource management policies, procedures, related legislation and collective and other agreements. ▪ Conducts or arranges for investigations into human resource related complaints and grievances and recommends resolutions. ▪ Makes arrangements for and/or participates in meetings, both internal or with external agencies; prepares and circulates agenda, takes minutes/notes, follows up on decisions taken. ▪ Performs related work as required. | |
| KNOWLEDGE, SKILLS AND ABILITIES | |
| KNOWLEDGE: | <ul style="list-style-type: none"> ▪ Knowledge of the principles, practices and techniques of HRM. ▪ Knowledge of research methodologies, principles and techniques. ▪ Some knowledge of government policies, procedures, rules and regulations related to HRM. ▪ Some knowledge of Public Service legislation, rules, regulations, policies and procedures. ▪ Some knowledge of national labour laws and regulations; collective agreements and policies in respect of daily rated employees. |
| SKILLS AND ABILITIES: | <ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Ability to analyse and evaluate data and trends in HRM and make recommendations. ▪ Ability to solve problems and make decisions within approved policy frameworks. ▪ Ability to communicate effectively both orally and in writing. ▪ Ability to prepare comprehensive reports and policy briefs. ▪ Ability to observe and maintain confidentiality in the performance of duties. ▪ Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognised trade unions/associations and the public. |
| MINIMUM EXPERIENCE AND TRAINING: | |
| <ul style="list-style-type: none"> ▪ Minimum of two (2) years' experience performing duties in one or more of the functional areas of human resource management. ▪ Training as evidenced by the possession of a recognised University degree with core courses in Human Resource Management or post graduate training in HRM. | |