



# 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

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