



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> HUMAN RESOURCE OFFICER III	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL ST. ANDREW/ST. DAVID NARIVA/MAYARO	<b>3. DEPARTMENT</b> HUMAN RESOURCES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Human Resources Officer III will report to the Area Administrative Officer/Senior Human Resource Officer.	<b>5. NATURE &amp; SCOPE</b> The Human Resources Officer III is responsible for developing and advising on and implementing policies relating to the effective use of personnel within the Authority. He/She needs to ensure that the Authority employs the right combination of staff in terms of skills and experience and that training and development opportunities are available to all employees to enhance their performance in order to achieve the Authority's objectives.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Human Resources Officer III would be required to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures that all personnel records for staff are properly maintained and that statistics from those records are compiled when necessary.</li> <li><input type="checkbox"/> Supervises and co-ordinates the work of subordinates dealing with appointments and other personnel matters concerning employees.</li> <li><input type="checkbox"/> Collects and analyzes data on organizational workload and staffing levels, etc. and ensure the preparation of reports on a monthly, quarterly and annual basis.</li> <li><input type="checkbox"/> Collaborates with the Ministry of Health, Regional Health Authorities and research information pertaining to the resolution of Human Resources issues.</li> <li><input type="checkbox"/> Develops a comprehensive manual of record keeping, filing of correspondences, reports and other records pertaining to the work of the office.</li> <li><input type="checkbox"/> Receives complaints from employees and assist in devising solutions to Human Resources administrative problems.</li> <li><input type="checkbox"/> Drafts Board notes, circulars, organizational charts, schedules and correspondences and answer routine queries on Human Resources matters.</li> <li><input type="checkbox"/> Collaborates with external stakeholders e.g. schools, community groups in promoting the organization as an employer of choice.</li> <li><input type="checkbox"/> Manages Human Resources data.</li> <li><input type="checkbox"/> Supervises staff in the conduct of Human Resources processing and information provision services.</li> <li><input type="checkbox"/> Advises wider staff body on Human Resources issues.</li> <li><input type="checkbox"/> Prepares more complex Human Resources correspondences.</li> <li><input type="checkbox"/> Maintains/Oversees the Sangre Grande Hospital's skills bank.</li> <li><input type="checkbox"/> Liaises with union representatives to handle employee's concerns.</li> <li><input type="checkbox"/> Supports the Accounting function at the Sangre Grande Hospital by providing Human Resources specific information.</li> <li><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of the principles and practices of the various functional areas of Human Resource Management.</li> <li><input type="checkbox"/> Knowledge of Human Resources software applications.</li> <li><input type="checkbox"/> Excellent communicative skills, both oral and written.</li> <li><input type="checkbox"/> Strong leadership, team building and interpersonal skills.</li> <li><input type="checkbox"/> Strong organizational and self-management skills.</li> <li><input type="checkbox"/> Effective time management skills.</li> <li><input type="checkbox"/> Effective analytical skills.</li> <li><input type="checkbox"/> Ability to prepare comprehensive reports.</li> <li><input type="checkbox"/> Ability to take initiative.</li> <li><input type="checkbox"/> Ability to multitask and co-ordinate routine activities.</li> <li><input type="checkbox"/> Ability to establish and maintain effective working relationships with associates and other employees.</li> <li><input type="checkbox"/> Able to work without supervision.</li> </ul>		

**8. MINIMUM TRAINING AND EXPERIENCE**

- BSc. in Human Resources Management/Public Administration.
- At least five (5) years experience in Human Resource management.
- Computer Literate in Microsoft Office Suite.
- Introductory/Intermediate training in Industrial Relations/Strategic Planning.
- Experience in the Public Service would be an asset.
- Any equivalent combination of Human Resource qualifications and experience.

**9. SUPERVISORY RESPONSIBILITIES**

- Human Resource Officer II
- Human Resource Officer I
- Human Resource Assistant II
- Human Resource Assistant I
- Human Resource Clerk I

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- General Manager-Human Resources
- Manager-Hospital Administration
- All Managers
- All Staff of the Human Resources Department
- All Heads of Departments

***External:***

- Ministry of Health.
- Other Regional Health Authorities
- Medical Board of Trinidad and Tobago
- Professional Board responsible for the Professions Allied to Medicine
- Ministry of Science, Technology and Tertiary Education
- Ministry of National Security
- College of Science, Technology and Applied Arts of Trinidad and Tobago