



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MANAGER-HUMAN RESOURCE PLANNING	2. DIVISION HEAD OFFICE	3. DEPARTMENT HUMAN RESOURCES
4. ORGANISATIONAL RELATIONSHIP The Manager-Human Resource Planning will report to the General Manager-Human Resources.	5. NATURE & SCOPE The Manager-Human Resource Planning plays a crucial role in ensuring that an organization's workforce is aligned with its strategic goals and objectives. The incumbent is responsible for ensuring that Human Resources activities and support are responsive to the strategic objectives of the Authority as directed by the General Manager-Human Resources. He/She will be responsible assisting in the development and implementation of Human Resources Policies and Procedures; for the development of Human Resources strategic plans and for monitoring the performance of such plans.	
6. SPECIFIC ACCOUNTABILITIES The Manager Human Resource Planning: <ul style="list-style-type: none"> <input type="checkbox"/> Analyzes the current and future staffing needs based on business goals and objectives. <input type="checkbox"/> Manages the permanent appointment and or promotions for employees of the organisation in keeping with the Authority's policies. <input type="checkbox"/> Prepares submissions for the creation, expansion and or amendment to the Authority's organisational structure. <input type="checkbox"/> Ensures that all position descriptions are updated and compliant with legislation or board regulated requirements. <input type="checkbox"/> Maintains the Authority's organisational chart and establishment. <input type="checkbox"/> Collaborates with department managers/supervisors to identify staffing needs and develop workforce planning strategies. <input type="checkbox"/> Oversees and manages a performance management system. <input type="checkbox"/> Manages the Authority's skills bank and assesses the skills and competencies of the current workforce to identify gaps. <input type="checkbox"/> Collaborates with the Manager-Organisational and Development to design and implement programs to address skill gaps and enhance employee capabilities. <input type="checkbox"/> Engages in succession planning strategies <input type="checkbox"/> Collaborates with the Manager-Employment and Employee Services to identify staffing needs and create effective recruitment strategies. <input type="checkbox"/> Manages change related to workforce planning initiatives and ensure that employees are informed and engaged throughout the process. <input type="checkbox"/> Conducts exit interviews and provide summary of interview findings to improve retention strategies. <input type="checkbox"/> Participates in special and cross-functional projects as needed. <input type="checkbox"/> Regularly monitors the effectiveness of workforce planning initiatives and adjust strategies as needed. <input type="checkbox"/> Monitors, evaluates and improves on operational efficiencies of human resource processes and procedures. <input type="checkbox"/> Prepares the unit's budget annually. <input type="checkbox"/> Participates in the Authority's strategic planning exercises. <input type="checkbox"/> Prepares reports as required by the General Manager-Human Resources. <input type="checkbox"/> Perform related duties as assigned by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of statutory laws and government regulations related to the Recruitment function. <input type="checkbox"/> Knowledge of Human Resources Management principles and procedures. <input type="checkbox"/> Knowledge in usage of Human Resource Information System (HRIS) software. <input type="checkbox"/> Extensive knowledge of job analysis techniques, the establishment of performance standards and the design of Evaluation Systems. <input type="checkbox"/> Knowledge of organization design and analysis techniques. 		

- Knowledge of Organization Development Techniques, Systems and Practices.
- Excellent communication skills, both oral and written.
- Ability to develop and maintain healthy and productive work relationships.

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence of a First Degree in a Human Resource Management or Business Management
- Post graduate certification in a specialized area of Human Resources would be an asset.
- Minimum of seven (7) years' experience of which three (3) must be at a senior level in Human Resources.
- Any equivalent combination of qualifications and experience.

9. SUPERVISORY RESPONSIBILITIES

- Human Resource Officer I
- Human Resource Assistant I
- Junior Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- General Manager-Human Resources
- Manager-Employment and Employee Services
- Manager-Industrial Relations, Compensation and Benefits Administration
- Manager-Organisational and Employee Development
- Senior Human Resource Officer
- Human Resource-Sub Units
- Other members of the Management Team
- Accounts Department
- Line Managers/Supervisors
- All Heads of Department
- All Staff

External:

- Other Regional Health Authorities
- Ministry of Health
- Regulatory Bodies
- Training Institutions
- National United Government Federated Workers (NUGFW)
- Employee Assistant Programme provider
- Ministry of National Security
- Recruitment Agencies
- Consultants and other service providers