



# VACANCY

## HUMAN RESOURCES MANAGER

### JOB SUMMARY

This incumbent is required to provide leadership and management of the company's Human Resource, Payroll and Workplace Management activities. He/She acts as business partner to Division and Department team leaders; by providing support, counsel and consultation on talent management, recruitment and selection, employee relations, performance management, training, workforce and workplace, administration, compensation and policy compliance.

### APPLY TODAY!

Email resume to:  
[recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)  
with position in the subject  
heading

Deadline: 12 April 2019



The Sports Company of  
Trinidad and Tobago

### DUTIES AND RESPONSIBILITIES

- Direct and coordinate the activities of a group of professionals responsible for the management and administration of the HRM and Workplace Planning portfolios
- Manage a compensation and benefit plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors
- Maintain SporTT staffing levels by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes
- Maintain an up-to-date framework of policies and procedures that enable the business to employ, engage, develop, and manage its people in accordance with the Company's values
- Provide strategic and tactical generalist leadership and execution in critical business initiatives
- Lead the development of human resource and workplace policies, programs, systems and/processes to support the strategic and operational business of SPORTT
- Partner with organizational leaders to plan and implement leadership and management development strategies
- Effectively represent SPORTT HR to audiences at different levels
- Ensure compliance with all applicable labour and employment laws within Trinidad and Tobago and SPORTT policies
- Develop and facilitate organizational change strategies and tools
- Assess and determine companywide requirements for Human Resource, HRIS and Workplace (including administration) Systems and Procedures
- Provide training solutions, accessing external providers, where necessary, monitoring costs against talent development budgets
- Conduct negotiations with external suppliers and consultants and defines SLAs for external suppliers to SPORTT
- Perform other related duties as required.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Training as evidenced by possession of a recognized University Degree with core courses in Human Resource Management or Post Graduate degree in a related field
- Minimum of seven (7) years' experience in a related field with a minimum of three (3) years in a senior managerial position
- Experience working in the Public Sector and a Sports administration environment would be considered an asset
- Experience and demonstrated ability in leading system wide change initiatives or projects, including leadership of cross-functional team members.

### COMPETENCIES

- Considerable knowledge of government policies, procedures, rules and regulations related to SHRM and HRM
- Considerable knowledge of Public Service legislation, rules, regulations and policies
- Considerable knowledge of national labour laws, and regulations
- Knowledge of the principles involved in the areas of business administration, strategy development, policy formulation and project management
- Knowledge of research methodologies, principles and techniques
- Proven ability to analyze information quickly and to problem solve and think strategically, position and formulate appropriate recommendations.
- Proven ability in encouraging open expression of ideas and opinions and efficiently transfers thoughts and expresses ideas orally or in writing in individual or group situations
- Proven ability to understand the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement
- Proven ability to effectively manage and coordinate the output of a highly diverse team of professionals
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery.
- Ability to proactively acquire necessary technical knowledge, skills and judgment to perform job more effectively
- Ability to work as part of a group of people, working toward solutions which generally benefit all involved parties
- Ability to establish and maintain effective working relationships with colleagues and members of the public
- Ability to set and maintain high performance standards for self and others that support SPORTT's strategic plan
- Ability to prepare comprehensive reports and policy briefs
- Ability to observe and maintain confidentiality in the performance of duties
- Proficient in the use of Microsoft Office Suite.