



GOVERNMENT OF JAMAICA JAMAICA LIBRARY SERVICE JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Human Resource Management and Administration
JOB GRADE:	GMG/SEG 3
POST NUMBER:	252348
DIVISION:	Human Resource Management & Administration
REPORTS TO:	Director General
ACCOUNTABLE TO:	Director General
MANAGES:	Deputy Human Resource Deputy Administrator Director 1, Public Procurement Building and Maintenance Officer Senior Secretary

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose:

To support the human resource needs of the Agency efficiently, effectively and in accordance with the Agency and the government's HR management policies and guidelines.

Key Outputs:

- Human Resource management policies and strategies implemented
- Manpower planning/strategies developed and implemented
- Human Resource Management Information system managed
- Duties of the delegation of function undertaken
- Contribution to the strategic planning process made
- Human Resource programmes and initiatives managed
- Annual/Quarterly/Monthly Reports prepared
- Individual work plan developed
- Staff appraisals conducted

Key Responsibility Areas:

Management/Administrative Responsibilities

- Contribution to the strategic planning process of the Organization by assisting with the development of strategic/operational plans and budget;
- Develops individual work plan based on alignment with Division's Operational Plan;
- Arranges and participates in meetings, seminars and conferences as required;
- Prepares Annual/Quarterly and Monthly Reports as required;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

Technical/ Professional Responsibilities

Manages/administers the implementation of human resource policies in keeping with GOJ guidelines and regulations

- Interprets and implements government's human resource policies;
- Monitors new or revised policies so that they are implemented and understood;
- Identify areas where human resource improvements are needed and develop proposals to rectify same;

- Maintains links with HR practitioners to keep abreast of new developments and best practices;
- Evaluates and approves for implementation policy proposals submitted by staff which will improve the efficiency and effectiveness of the organization.
- Monitors the implementation and maintenance of several programmes within the Agency, such as the Internship Programme and Succession Planning Programme.
- Receives employee complaints and offers guidance and counselling.

Supports manpower requirements within the Organization:

- Matches current employees with the approved establishment and arranges to fill vacancies;
- Evaluates the effectiveness of present manpower in the Agency and develops methods of utilizing available human resources;
- Plans/coordinates the interviewing processes and participates in various recruitment and selection methods;
- Prepares and negotiates terms of various contracts in keeping with the Agency's policies and guidelines;
- Monitors that payment of gratuity and terminal grants in keeping with terms of contract;
- Coordinates the implementation of succession planning for all Divisions;
- Prepares reports of new recruits, transfers and acting assignments for dissemination to staff.

Undertakes duties and responsibilities consequent to the delegation of human resource functions

- Performs secretariat functions for the Human Resource Management Committee of the Board.
- Prepares profiles of staff to be appointed, promoted, retired and granted study leave at the levels of Director and equivalent;
- Prepares reports;
- Oversees the preparation of Minutes of the Human Resource Committee meetings;
- Prepares/oversees the preparation of all letters resulting from the decisions of the Committee;
- Follows up on issues from previous meetings and submits recommendations/reports to Committee;
- Participates as support staff of the Human Resource Management Committee and the Disciplinary Committee that address infractions of staff at the level of GMG/SEG 1 and above.

Other Responsibilities

- Performs other related duties as assigned

Authority (decisions the post holder has the power to make or recommend):

- Recommends policy proposals to improve efficiency and effectiveness of the Agency
- Recommends HR intervention strategies
- Signs Performance Management Reports

Performance Standards:

- The extent to which human resource policies and strategies are developed and implemented in accordance with stated guidelines
- Individual work plans and contribution to strategic and operation plan of the Division are done in accordance with established format and timeframe
- Human Resource interventions done within agreed timeframe
- Percentage of quality staff recruited and retained
- Manpower strategies developed within agreed time and best practices
- Staff appraisals conducted within agreed timeframe and according to established procedure

Internal and External Contacts:**(i) Internal Contacts**

Contact	Purpose of Communication
Executive Management	Obtain guidance and provide feedback
Senior Director HRM&D	To obtain guidance and feedback
Director HRM, Director HRD & Director OD	To discuss unit plans, staff concerns, benefits and proposals
Heads of Divisions	Share information and collaborate on human resource activities

(ii) External Contacts

Contact	Purpose of Communication
Cabinet Office	Human Resource aspect of public reform
Office of the Services Commission	Human Resource aspect of public reform
Ministry of Finance & the Public Service	Human Resource aspect of public reform
MDAs	Information sharing
HRMAJ	Collaboration and information sharing
Attorney General	Legal advice
Jamaica Civil Service Association	Information sharing, liaisons with Departmental Representative

Working Conditions

Typical office working condition, may be required to work beyond usual working hours

Required Competencies:

Core

- Teamwork and Cooperation
- Excellent oral and written communication skills
- Interpersonal skills
- Excellent Problem solving and Decision-making skills
- Confidentiality and integrity
- Excellent Leadership skills

Technical

- Excellent knowledge of Human Resource Management techniques
- Good knowledge of Public Service Regulations, Staff Orders and other human resource legal documents
- Sound knowledge of Labour Laws and Industrial relations practices
- Proficiency in relevant computer applications, including management information systems

Minimum Required Education and Experience

- First Degree in Human Resource Management or Management Studies or closely related field
- Five (5) years' experience in a related position
- Certificate in Supervisory Management