



**MINISTRY OF EDUCATION & YOUTH
VOCATIONAL TRAINING DEVELOPMENT INSTITUTE (VTDI)
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

JOB TITLE:	Director, Human Resource Management
JOB GRADE:	
PROPOSED GRADE:	(to be determined)
SCHOOL:	VTDI
REPORTS TO:	Vice Principal – Administration
MANAGES:	Human Resource Officer (2) Administrator

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

Strategic Objectives of the VTDI:

To provide students with highly employable technical, vocational education and entrepreneurial skills that will advance their ability to be creative, productive, competitive, and self-reliant.

Job Purpose

Under the general direction of the Vice Principal, Administration, the Director, Human Resource Management is responsible for managing and the Recruitment & Selection process, Human Resources and Employee Relations, Welfare and Benefits services, Compensation Management for both Academic and non-Academic staff at the VTDI. This is to ensure the efficient, effective and timely delivery of services and adherence to the regulations, guidelines and policies relating to the management, goals and objectives of the Organization's mission and agreed protocols.

Key Outputs

- Annual Operation/Work Plans prepared
- Annual Budget prepared and managed
- Human Resource Records and data managed
- Recruitment and selection exercises managed
- Employee Orientation managed
- Employee Benefits and welfare managed
- Implementation of Collective Bargaining Agreements monitored.
- Meetings and Conferences attended
- Reports prepared and submitted.
- Research conducted
- HR policies and procedures adhered
- Staff Performance Appraisals conducted
- Technical advice and Human Resource strategic direction given.

Key Responsibility Areas

Technical/Professional Responsibilities

- Leads, manages and coordinates the VTDI's Human Resource operations, policies and procedures and ensures that the objectives and programmes of the Human Relations are implemented;
- Provides strategic direction on the development of effective staffing, training, compensation, and benefit programmes that are integrated with the VTDI's mission and goals;
- Collaborates with senior management to effectively undertake talent recruitment, screening, interviewing and selection of qualified candidates for authorized positions;

- Conducts new employee orientations sessions;
- Conducts employee relations counselling; request other professionals where necessary;
- Reviews and analyses periodically the Institutions' structure and manpower needs and makes recommendations to management for adjustment to the structure and manpower where necessary;
- Manages the interpretation, application and administration of employment contracts; prepares and submits contracts for employment to the Principal and Board of Management and other related documents for approval; coordinates the hiring of contract staff;
- Manages the VTDI'S disciplinary process, work closely with managers/supervisors to ensure that corrective action is applied equally, fairly, and appropriately, with due consideration for the dignity of the individual, and meet legal standards;
- Manages employee conflict and disciplinary matters in accordance with Government Policies and Labour Laws;
- Conducts investigations into allegations of employee misconduct, ensures that all matters are dealt with in accordance with Labour Laws and requirements;
- Develops and implements employee reward and recognition programme;
- Administers employee benefit programmes, evaluates risk and assess coverage levels, collaborates with stakeholders in the provision of medical, short and long-term disability, retirement, life, tax-deferred saving, and other benefits, resolve utilization issues, and ensures employees are informed;
- Administers provisions of collective bargaining agreements and or Institutional policies and procedures dealing with staffing, discipline, and personnel issues;
- Develops and promotes employee wellness programme;
- Provides leadership and counsel in formulating short and long term staffing solutions to meet the needs, budget, and mission of the VTDI;
- Ensures accurate, complete, and secure employee record-keeping, and compliance with Government and legal requirements for confidentiality;
- Develops, analyses and implements the College's performance evaluation programme;
- Keeps abreast of current and emerging HR trends and best practices and utilizes them for continuous improvement of the services provided by the Unit and the overall improvement of human capital development within the VTDI;
- Designs and administers the use of appropriate tools to facilitate exit interviews; analyses information received from interviews and provide feedback to line managers; also use data to inform operational and strategic HR decisions;

Management/Administrative Responsibilities

- Participates and drafts inputs in the preparation of institutional policies, strategies and systems for the administration and, in particular, for HR activities;
- Prepares and manages the budget for the Human Resource Section, ensuring that expenditure is kept within approved budget.
- Provides advice to the Principal and Board of Management on matters concerning the welfare and conditions of service of personnel and participate in planning improvements.
- Represents the VTDI at meetings, conferences both nationally and internationally, as required.
- Prepares and submits activity/performance and other reports to the Vice Principal.
- Ensures that problems are handled quickly and effectively, in a manner that shows responsiveness and collegiate awareness;
- Troubleshoot problems arising in the use of the staff records system, in particular in the area of employee relations.

Human Resource Responsibilities

- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Unit and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Institute;

- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations
- Conducts performance appraisals of staff supervised for required purpose and at required intervals

Other

- Performs other related functions that maybe assigned from time to time.

Performance Standards

- The Budget is prepared within agreed timeline and expenditure is kept within approved limits.
- Personnel Records are updated and securely maintained
- The implementation of the Collective Bargaining Agreements is monitored to ensure compliance.
- Efficient administration is reflected in the performance of the Human Resource Unit.
- Confidentiality of information obtained on the job is preserved.
- Advice given is technically sound.
- Performance and other reports are accurate and submitted on a timely basis.
- Human Resource programmes are administered in a fair and equitable manner and support the strategic objectives of the VTDI;
- Advice, guidance and technical support provided to the Principal and Board of Management are sound and in line with the strategic direction of the VTDI;
- Monitoring, evaluation and audit mechanisms are effective and operating efficiently;
- Working relationships with stakeholders strengthened and maintained, and advice and guidance readily available to the President and Staff;

Internal and External Contacts (specify purpose of significant contacts:

Within the College

Contact (Title)	Purpose of Communication
Vice Principals	To provide information
Registrar	To obtain/provide information
Academic and Non Academic Staff	To obtain/provide information

Contact (Title)	Purpose of Communication
Board of Management	To provide Information
Heads of Departments, Sectional Heads and supervisors	To obtain/share information and collaborate on work initiatives to drive the development of a performance culture.

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Ministry of Education & Youth	To receive guidance and provide information.
External Agencies and other Higher Education Institutions	To provide information and/or receive information
Ministry of National Security	Undertake background checks
Ministry of Finance & the Public Service	To receive/give information
Office of the Services Commission	To receive guidance and provide information

Required Competencies (Core and technical to be specified):

Core

- Integrity and confidentiality
- Ability to exercise sound judgement and conviction of purpose in unfavourable/unpopular situations
- Strong customer orientation skills
- Ability to prioritize amongst conflicting demands
- Excellent Interpersonal skills
- Ability to motivate and influence others
- Ability to think and act strategically across a range of functions
- Strong leadership skills
- Sound oral and written communication skills
- Excellent critical thinking, analytical and problem solving skills
- Ability to understand the impact of policy changes on human resource management.

Technical

- Knowledge of government recruitment, promotion and separation practices;
- Practical knowledge of the applied use of information technology and productivity software;
- Knowledge of employment Laws and Human Relations regulations. Good knowledge of the Government of Jamaica's legislative arrangements underpinning the HRM/People functioning, for example Public Service Regulations, Records & Information Management Policies, Access to Information, SHRMD Policies, etc.;
- In-depth knowledge of the Government Staff Orders

Minimum Required Education and Experience:

- Master's degree in Human Resource Management or Public/Business Administration or equivalent;
- At least to five (5) years' work experience in human resource management, two (2) of which should be at a supervisory or managerial level.

Authority To:

- Approve expenditure within established limits
- Train staff in and provide advice on, Human Resource procedures and regulations
- Recommend policy changes
- Troubleshoot problems as it relates to staff records systems
- Access highly confidential and sensitive information.
- Approve Sick/ Departmental
- Recommend Vacation Leave

Special conditions associated with the job:

- Typical office environment, no adverse working conditions;
- Required to travel island wide in the course of duties;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;
- Required to have a valid Driver's License and a reliable motor vehicle.

Validation of Job Description

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

Employee

Date

Manager/Supervisor

Date

Head of Division/Division

Date

Date received in Human Resource Division

Date Created/revised