

LOCATION:	51 A Railway Road, Cunupia, Trinidad	
JOB TYPE:	Office Based	
JOB TITLE:	Human Resource Officer (HRO)	
DIRECTLY REPORTS TO:	Manager- Human Resources	
JOB PURPOSE:		
<p>The HR Officer will be assigned to perform and report on tasks in the following areas: Employee Engagement, Performance Management, Cost Control, Benefits, Contract Management, Job Evaluation, Leave Management, Employee Wellness, Disciplinary matters, Recruitment and Selection, Onboarding and Offboarding, Training and Development, General Administration and keeping internal databases and records current.</p> <p>The HRO is required to multitask effectively in a high demand, high pressure environment, have a demonstrable passion for motivating people, develop innovative solutions to problems, demonstrate an ability to naturally analyse data and makes recommendations, takes the initiative to learn new ideas and concepts, delivers work on time with little or no errors, and is enjoyable to work with. He/she should be constantly seeking out ways to digitize existing functions, so more time can be spent on information analysis and not collection.</p>		
KEY DUTIES AND RESPONSIBILITIES:		
NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.		Approx. % of time annually
1. Training <ul style="list-style-type: none"> ▪ Aid in the development and management of the Company wide Training Plan. Work alongside the Senior Human Resource Officer to identify training and development needs within the Company. ▪ Collate information and report on training metrics throughout the Company ▪ Design, amend, revise, conduct and expand training and development programmes inclusive of e-learning packages based on the needs of the organisation and the individual. 		10%
2. Recruitment, Onboarding and Offboarding <ul style="list-style-type: none"> ▪ Preparation of employment contracts utilising the agreed upon templates as directed by the Manager - Human Resource ▪ Completion and sign off the New Employee Checklist and the Employee Exit Checklist ▪ Aid in collaborating with the Recruiting team to analyse and generate offers of employment in accordance with the Company's Standard Operating Procedure (SOP) ▪ Report on recruitment within the company, identify and track trends as well as recruitment costs over the months. Maintain recruitment log/database ensuring that the length of time taken to close off on vacancies is measured monthly. ▪ Complete employees' onboarding and offboarding in accordance with the Company's SOP, identifying trends and recommending actions to address concerns. 		10%
3. Compensation <ul style="list-style-type: none"> ▪ Collate monthly employee information required for payroll processing by the Finance Team. ▪ Aid in the coordination of the Company salary increase and bonus payment exercise. ▪ Maintain databases of employee salaries and bonus payments 		10%
4. Employee/ Industrial Relations <ul style="list-style-type: none"> ▪ Thoroughly review each employee matter and recommend required course of action to be taken. ▪ Prepare disciplinary letters within established KPIs. ▪ Coordinate and participate in disciplinary hearings. ▪ Assist in the management of the implementation and administration of policies and procedures, ▪ Identify policy deficiencies and aid in drafting new and reviewing existing policies, 		10%

<ul style="list-style-type: none"> ▪ Monitor employees' attendance and punctuality records and identify employees who are excessively absent or tardy, ensure Payroll is informed of any required employee deductions due to leave taken. ▪ Maintain the disciplinary matters database and report on matters weekly, ▪ Identify any areas of concerns or where an intervention may be required 	
<p>5. Performance Management</p> <ul style="list-style-type: none"> ▪ Ensure tools for performance management are used by all employees as per guidelines (1 on 1 meetings, Key Performance Objective trackers and so on). ▪ Schedule, track, collate and analyse Performance Appraisals as required inclusive of the identification of trends in performance reports and suggestion of improvements. ▪ Assist in ensuring that performance methods, tools, and training are developed, maintained, and integrated with other HR programs, operations, and technologies. ▪ Aid in succession planning, staff development and workforce planning as essential activities within the assigned departments. ▪ Collect, analyse and maintain data gathered from the succession planning process. 	15%
<p>6. Benefits</p> <ul style="list-style-type: none"> ▪ Administer the Employee Health Plan: Aid in employee enrolment/addition, oversee the effective management of employee claims by Broker, liaise with Broker to address queries, provided information to employees and manages invoices for payment to provider. ▪ Schedule Medical Plan Orientations biannually. Ensure Employee Assistance Programme (EAP) orientations are scheduled quarterly. ▪ Ensure EAP bulletins and engagement blasts are communicated to employees monthly ▪ Develop and execute an EAP calendar of activities to ensure utilization of services as per the EAP contract. ▪ Oversee leave management and advise employees and managers on procedures, programs and regulations around leaves of absence. 	10%
<p>7. Data Management</p> <ul style="list-style-type: none"> ▪ Ensure the employee directory, vacancy listing and organisation chart are updated monthly to reflect employee movements (additions, deletions, or internal changes.) ▪ Report on employee demographics. 	10%
<p>8. Employee Engagement</p> <ul style="list-style-type: none"> ▪ Ensure birthday, anniversary, retirement and related greetings, prizes and tokens are sent out to staff as per KPI's. ▪ Schedule and ensure wellness checks are carried out and perform analysis of data. ▪ Plan and execute staff meetings when required. ▪ Support the development of the recognition/retention program for staff 	5%
<p>9. Key Performance Indicator (KPI) Management</p> <ul style="list-style-type: none"> ▪ Complete monthly KPI report for the department ensuring reporting frequency and the format for reporting is adhered to, to ensure each KPI target is met. ▪ Complete daily Productivity Report ensuring all information is accurately reflected. 	20%
<i>Total:</i>	<i>100%</i>

HSSEQ RESPONSIBILITIES:

Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.

SUPERVISORY DUTIES:

Not applicable

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly dependable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Critical thinker** with constructive approach to problem solving. Will have the ability to identify issues and opportunities, provide recommendations and solutions in order to reach consensus with multiple stakeholders.
- **Ability to maintain a strategic view** but can also conduct detailed analysis as appropriate.
- A focus and dedicated approach to providing effective customer service to our internal clients- employees.
- Demonstrated sensitivity and discretion when overseeing confidential information.
- Demonstrated cross-cultural competencies.
- Proven ability to plan long-term, organize priorities and work under pressure with detail orientation and professional grace.
- **Analytically inclined:** required to analyse trends, surveys, and spreadsheets as to determine compensation and benefits strategies.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from Home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.

Prepared by: Manager, Human Resources

Employee name (block letters): _____

Employee signature: _____

Date: _____