PORT OF SPAIN CITY CORPORATION

OFFICE OF THE CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION

MUNICIPAL DIRECTOR, HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT – (*Short-Term Employment)*

Reports To:	Chief Executive Officer (CEO), Port of Spain City Corporation
Oversees:	The Personnel Department
Nature of Appointment:	Senior-level, full-time, Short-Term contract appointment (initial term as approved by Council; renewable subject to satisfactory performance & Council approval)
Council Authority:	Established pursuant to Council Note CEO/25/26-15, "Proposal for the Employment of a Municipal Director, Human Resources & Organizational Development"

KIND OF WORK

Senior professional and administrative work directing, modernizing and coordinating the human resource management and organizational development functions of the Port of Spain City Corporation ("the Corporation"). Work is performed with a considerable degree of initiative, innovativeness and independent judgement, and is reviewed by the Chief Executive Officer through discussion, review of deliverables, and analysis of reports.

DISTINGUISHING FEATURES OF WORK

This is a newly established senior post created to address longstanding gaps identified in the Corporation's strategic human resource management — including inconsistent workforce planning, industrial relations exposure, an inadequate policy and training framework, and administrative fragmentation across the Corporation's monthly-, as well as, 'hourly-, daily- and weekly-rated' employee categories. The incumbent leads the transformation of the Corporation's traditional Personnel Department into a modern, strategic Human Resource Management (HRM) function, while also serving as the Corporation's principal in-house adviser on organizational development, public sector modernization and institutional performance.

The incumbent plans, directs and co-ordinates a decentralized programme of human resource management functions; formulates and implements the work programme of the Human Resource/Personnel Division; co-ordinates and reviews the activities of the various human resource functions; ensures efficient and timely delivery of programmes consistent with the Corporation's strategic and modernization goals; develops policy; and serves as the Corporation's chief adviser on human resource management and organizational development matters. The role reports directly to, and its deliverables are approved by, the Chief Executive Officer.

KEY DUTIES AND RESPONSIBILITIES

1. Human Resource Management & Personnel Administration

- Plans, directs and co-ordinates the human resource management activities of the Corporation, including applicable recruitment, selection, placement, and staffing of the Corporation.
- Directs and co-ordinates the work of subordinate personnel & industrial relations officers and support staff engaged in human resource management and related functions.
- Administers and oversees human resource matters across the Corporation's monthly-, as well as, 'hourly-, daily- and weekly-rated' employee categories, ensuring consistent policy application across all cadres.

- Oversees attendance, absence, leave, pension & leave administration, and develops mechanisms to reduce absenteeism and its impact on service delivery.
- Participates in the selection of personnel for the staffing of the Corporation and advises the CEO on appointment, discipline, and separation matters.

2. Organizational Transformation & Performance Improvement

- Leads the redesign and modernization of the Corporation's Personnel Department, transitioning it from traditional personnel administration to a strategic Human Resource Management (HRM) approach.
- Leads the planning, design and coordination of organizational transformation projects aimed at modernizing the Corporation's operations and service delivery.
- Conducts management and workforce audits to identify organizational weaknesses, staffing gaps and inefficiencies, and recommends corrective strategies.
- Develops and implements HRM frameworks, policies and procedures supporting talent management, performance management, employee development and succession planning.
- Initiates and manages change management strategies to build awareness of, and support for, the HRM transformation across the Corporation.
- Develops strategies, systems and learning technologies to support continuous improvement across Departments and Divisions.

3. Policy Design, Industrial Relations & Compliance

- Facilitates the formulation, review and implementation of human resource management policies, procedures and practices, and develops monitoring frameworks to evaluate their effectiveness.
- Advises the CEO and provides guidelines on the interpretation, application and revision of human resource management policies, rules and regulations.
- Manages industrial relations matters, presiding over and/or supporting meetings and negotiations with representatives of recognized associations/unions on human resource issues.
- Represents the Corporation before the Industrial Court, Special Tribunal, or other judicial or quasi-judicial bodies in connection with disputes referred under relevant legislation.
- Ensures human resource practices remain consistent with national labour laws, Public Service regulations, and applicable Statutory Authority requirements.

4. Capacity Building, Training & Stakeholder Engagement

- Designs and delivers training and capacity-building programmes to equip Personnel/HR staff and Corporation employees with skills required for effective functioning.
- Provides expert advice to senior management on organizational transformation, workforce planning and strategic planning matters.
- Maintains stakeholder networks with central human resource agencies, Ministries and Statutory Bodies to support policy alignment and institutional collaboration.
- Serves as a resource person at conferences, seminars and workshops relevant to public sector human resource management and modernization.

5. Research, Reporting, Governance & Resource Management

- Conducts research and prepares professional papers, reports and recommendations on human resource and public sector management topics relevant to ongoing reforms.
- Oversees the development and maintenance of information management systems, including centralized Human Resource databases and records, if applicable.
- Reviews the operations and accomplishments of the Human Resource/Personnel Division and submits reports (including monthly status reports and an annual/final report) to the Chief Executive Officer.

- Prepares annual draft estimates of expenditure for the Human Resource/Personnel Division and monitors utilization of approved funds for HR transformation initiatives.
- Reviews reports and recommendations submitted by subordinates and resolves the more difficult and complex human resource policy matters.
- Advises on integrating procurement and public financial management considerations into human resource and organizational transformation initiatives, in coordination with the Corporation's Procurement and Accounts functions.
- Performs related duties as may be assigned by the Chief Executive Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles and practices of human resource management and organizational development.
- Extensive knowledge of legislation, rules and regulations pertaining to municipal corporations, the Public Service and Statutory Authorities.
- Extensive knowledge of government policies and procedures relating to human resource management and public sector modernization.
- Considerable knowledge of national labour laws, regulations, policies and collective bargaining practices and procedures.
- Strong skills in policy analysis, strategic planning, change management and project management.
- Ability to conduct management and workforce audits and develop performance-improvement strategies.
- Ability to analyse data and make appropriate, evidence-based recommendations.
- Ability to plan, direct and co-ordinate a decentralized human resource management programme, and to manage a large, multi-cadre group of administrative and support staff.
- Ability to develop a team of highly motivated and well-trained human resource officers.
- Ability to solve problems and conduct meetings/negotiations with persuasiveness, tact and diplomacy.
- Excellent communication, stakeholder engagement, and report-writing skills, with the ability to establish and maintain effective working relationships with associates, other public officers and representatives of recognized associations/unions.
- Ability to work independently and to collaborate effectively with multi-disciplinary teams and senior government/municipal officials.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A recognized degree in Human Resource Management, Public Administration, Business Administration/Management, Organizational Development, or one of the Social Sciences; or an equivalent combination of experience and training.
- Extensive senior-level experience in human resource management and/or public sector management, such as may have been gained at the next lower levels, including demonstrated managerial responsibility.
- Proven experience in public sector/personnel management, and industrial relations is required.
- Further specialist qualifications (professional courses, certificates or diplomas) in areas such as salary administration, performance management, or supervisory management are an asset.
- Experience in facilitating training and capacity-building programmes.

TERMS OF APPOINTMENT

This is a senior-level, full-time, short-term contract post established to lead a focused programme of Human Resource and organizational transformation at the Corporation. The Municipal Director, Human Resources & Organizational Development reports directly to, and all deliverables are reviewed and approved by, the Chief Executive Officer.