

# Caribbean Nazarene College Trinidad and Tobago

**Position:** Human Resource Manager

## **Job Summary**

The HR Manager shall effectively and efficiently manage all the Human Resource functions of the College so as to maximize the strategic use of its human resources to deliver on its vision, mission and strategic objectives.

## **Reporting relationship**

The incumbent will report to the President of the College

## **Some Key Duties and Responsibilities:**

1. Develop, implement and maintain a robust HR Infrastructure, documenting HR Policies and Procedures and Processes, and an Employee Handbook that would shape the culture of the College in line with its vision and mission.
2. Design and implement a Performance Management System that would support the strategic intent of the College to be the preferred institution of higher learning.
3. Ensure alignment of all HR and IR policies and practices with all Legislation that govern the employment relationship.
4. Provide guidance, advice and information to management and employees on HR issues affecting the College.
5. Continuously scan the environment to proactively address potential challenges to the work force.

## **Minimum Qualifications**

Bachelors Degree in Human Resource Management

Postgraduate qualification in HR or related discipline is an asset

Five (5) years post qualification experience with 3 years at a senior management level

Any equivalent combination of training and experience

## **Knowledge, skills and experience**

Considerable knowledge of Labour Legislation and Industrial Relations practices.

Experience in managing IR issues

Excellent communication skills

Excellent mediation skills

Leadership skills

Excellent Interpersonal skills

Strategic and Creative Vision

Business acumen

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