



Houses of Parliament

Jamaica

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MANAGER, HUMAN RESOURCE DEVELOPMENT Pay Band 8 (GMG/SEG 2) (new)

Applications are invited from suitably qualified officers for the post of **Manager, Human Resource Development (GMG/SEG 2) (new)** at the Houses of Parliament. The salary ranges from \$3,770,761- \$5,071,254 per annum.

JOB PURPOSE

Under the supervision of the Director, Human Resource Management & Development, the incumbent is to ensure that the training and developmental needs of staff are clearly identified and addressed in order to improve on efficiency and be able to achieve the strategic objectives of the Department. The incumbent manages all the functions and operations of the Human Resource Training and Development Branch. The Manager also acts as liaison and advisor to the organization's leadership and facilitates initiatives across the organization.

Additionally, the Manager will have the competency to design and procure (in-house training or external institutional) appropriate courses for the Houses of Parliament.

KEY RESPONSIBILITIES

Management & Administrative Responsibilities

- Contributes to the development of the Human Resource Management and Development's Strategic and Operational Plans;
- Develops and implements training and development policy and plans to meet the needs of the organisation in achieving its goals and objectives;
- Develops and implements training plans and schedules for all branches/sections within the Houses of Parliament;
- Liaises with local and overseas training institutions to identify courses that satisfy the needs of the Houses of Parliament;
- Conducts random assessments of local training programmes to determine relevance to the Houses of Parliament's needs;
- Prepares the annual financial needs for training and makes the necessary submission for the Training Budget;
- Liaises with Office of the Services Commissions and the Ministry of Finance & the Public Service on matters relating to study leave and scholarships;
- Contracts the services of training professionals to deliver training and conducts evaluation of their performance;
- Collaborates with the Director, Human Resource Management & Development to design and develop training manuals;
- Develops and manages a training programme to support the Succession Planning Policy of the Department;
- Plans and delivers In-House Training for selected staff;
- Implements Career Development and career counseling programmes;
- Develops and maintains of a skill/competency database including key positions and talents;
- Maintains arrangements with local and overseas institutions to satisfy training needs of the Department;

- Recruits a cadre of competent presenters and other resource persons internally and externally, and conducts evaluation of their performances;
- Undertakes specific aspect of in-house training for selected categories and co-ordinates the implementation of training conducted by other officers to ensure that objectives are met;

Technical and Professional Responsibilities

- Plans and conducts training needs assessment for the Department;
- Designs and administers instruments to conduct evaluation of the training programmes;
- Designs In-house Training Programmes for staff of the Houses of Parliament;
- Evaluates staff performance and provides feedback to assist them to improve their skills and performance;
- Evaluates the impact of on- the- job training programmes of staff to ensure transfer of skills;
- Develops and maintains a training database of activities;
- Tracks and reports trends in the distribution of training effectiveness and assesses costs and benefits;
- Measure the return on investment for each staff for training experienced;
- Designs, develops and implements systems and strategies to ensure the efficient and effective management of all staff in the branch;
- Identifies staffing needs and participate in the employment of new staff for the Branch;
- Periodically reviews course content to maintain relevance;
- Re-designs training programmes where required based on analysis of post training evaluations.

Human Resource Management Responsibilities

- Monitors and evaluates the performance of direct reports;
- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes;
- Signs performance management reports;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, coaching, mentoring, training and providing assistance and support as needed;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Houses of Parliament's goals;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Branch;

Other Responsibilities

Performs any other related duties that are assigned from time to time.

SPECIFIC KNOWLEDGE AND SKILLS

- Sound knowledge of current trends in Training and Career Development
- Knowledge of Human Resource Development practices
- Knowledge of Organisational Development
- Proficient with computerized Human Resource Management Systems and other information system
- Excellent oral and written communication skills.
- Excellent time management skills.
- Excellent problem solving and analytical skills
- Excellent decision making and negotiation skills
- Excellent customer service skills
- Training delivery skills

- Excellent presentation skills
- Good leadership skills
- Excellent planning and organizing skills
- Ability to lead and work in teams
- Excellent interpersonal skills
- Effective organisational and planning skills, as well as the ability to multitask in order to effectively manage training schedules and meet deadlines
- Ability to evaluate and research training options and alternatives

MINIMUM REQUIRED EDUCATION & EXPERIENCE

- Bachelor of Science Degree in Management Studies, Public Administration, Arts, General Studies or equivalent qualification
- Diploma in Teaching or Training Certification
- Four (4) years related work experience including two (2) years at a managerial level