TALENT, DEVELOPMENT AND PERFORMANCE ANALYTICS OFFICER

JOB PURPOSE

The Talent, Development and Performance Analytics Officer, who will report to the Talent Development and Performance Analytics Manager ('the Manager'), is responsible for supporting a results-driven, high-performing workforce by coordinating and monitoring the implementation of talent management, staff development, and performance analytics initiatives across the Houses of Parliament (HoP). The Officer plays a critical role in ensuring that performance, learning, and workforce data are effectively captured, analysed, and used to inform evidence-based Human Resources (HR) decisions, training investments, and strategic workforce planning. This role requires a proactive, analytical and people-centred approach to ensure that talent development and performance management efforts are effectively aligned with the operational needs and values of the HoP. As such, the incumbent in collaboration with all levels of staff is responsible for the planning, implementation, monitoring, evaluation and maintenance of the Performance Management System to ensure the Organization's needs are met.

KEY RESPONSIBILITIES

- Design, coordinate and implement strategic and annual training and development programmes aligned to the Parliament's objectives and the individual development plans of staff;
- Conduct periodic TNA using both qualitative and quantitative methods and translate findings into actionable learning and development initiatives;
- Manage and monitor the full performance management cycle (goal setting, mid-year review, end-of-year appraisal) in accordance with public sector guidelines and internal timelines;
- Develop and maintain tools, templates and systems to support performance management, including performance agreements, improvement plans and appraisal matrices;
- Prepare and deliver high-quality data analytics reports on workforce performance, training outcomes, and developmental interventions;
- Design and maintain dashboards and data visualizations to support data-driven decision-making by HR and Executive Management;
- Facilitate workshops and training sessions to build internal capacity in areas such as goal setting, performance coaching, feedback delivery, and analytics interpretation;
- Collaborate with department heads and supervisors to ensure the effective implementation of individual PIPs and talent development pathways;

- Evaluate the effectiveness and ROI of training programmes, using post-training assessments, feedback loops and performance metrics; and
- Lead the development of digital and manual knowledge-sharing repositories to institutionalize learning and support organizational memory.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Human Resource Management, Human Resource Development, Organisational Development, Public Administration/ Public Sector Management, or a related discipline.

AND

- Five (5) years progressive work experience in Human Resource Management, two (2) of which should be at the managerial level in the private or public sector in a similar or related capacity.
- Experience working with GoJ HRM policies, Staff Orders, MyHR+ and the Delegated Functions Framework would be an asset.
- Training in Leadership and Change Management would be an asset.

Applications accompanied by CVs should be submitted to clerk@japarliament.gov.jm no later than Wednesday, October 29 to clerk.