



Applications are invited from suitably qualified candidates to fill the following position within the **HUMAN RESOURCE MANAGEMENT & DEVELOPMENT UNIT**, at the National Land Agency.

DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

This position reports to the Chief Executive Officer.

Job Purpose

To provide leadership for strategic human resource management in the Agency. The incumbent will be responsible for promoting best human resource practices and for monitoring internal and external signals pro-actively to ensure that HR policies and practices have continual relevance to the business of the Agency.

Key Outputs

- Objectives defined and communicated
- Corporate Divisional Plan and budget developed
- Competent staff hired
- Employees well trained
- Performance Reviews conducted
- Operational strategies monitored
- Work plan and Divisional reports submitted on a timely basis
- Human Resource policies and procedures formulated and implemented
- Staff recruited and retained
- Training policies developed and implemented
- Manpower planning/strategies developed and implemented
- Succession planning programme developed
- Organizational changes developed and implemented
- Relevant Human Resource information disseminated
- Industrial relations best practices and procedures implemented and maintained
- Human Resource reports prepared and submitted
- Performance reviews conducted
- Disciplinary and grievance mechanisms established
- Incentive and benefit schemes administered
- Human Resource Executive Committee (HREC) submissions prepared

Key Responsibilities:

Management/Administrative Responsibilities

- Provides leadership through adherence to professional conduct, setting objectives, working in team and monitoring
- Participates in the formulation of policies, Corporate Plan and budget to support the Agency's mandate
- Recommend, and execute the new strategic direction of the Human Resources Unit (HR) in accordance with the Agency's new land titling mandate
- Assists the CEO in managing the HR issues as resulting from structural review they arise.

- Develops budget and Corporate Divisional Plan and ensures plan is implemented within budget
- Allocates human and financial resources to meet operational needs
- Monitors and evaluates operational results of the Division and effects corrective action where necessary
- Creates and maintains a work environment that promotes commitment to tasks, motivation and productivity
- Exercises prudent management over financial and physical resources
- Ensures all relevant information is communicated to the staff
- Ensures the conduct of performance reviews
- Participates in the selection of staff for the Agency
- Prepares and submits Divisional reports to the Chief Executive Officer
- Evaluates operational results against objectives and takes corrective action where necessary
- Ensures training and development needs are identified and steps taken to address them
- Delegation, sharing of knowledge and skills
- Prepares the Unit's corporate and operational plans and budget
- Evaluates the Unit's performance against operational objectives and takes corrective action where necessary
- Prepares and submits reports on activities of the Unit
- Provides assistance /advice to the Chief Executive Officer and Management Team on human resource matters
- Develops disciplinary and grievance procedures and ensures that they are implemented along established law and regulations
- Agrees to annual development plans for all staff members and ensures their effective implementation.
- Oversees the design of work plans and programmes for the Unit ensuring staff are effectively utilized
- Reviews and approves the individual work plans of direct reports
- Reviews and appraises performance of direct reports
- Liaises and cooperates with employee representative associations in order to enhance good industrial relationship
- Ensures dissemination of relevant information among the Agency's staff and encourages feedback
- Keeps abreast of trends and changes in global Human Resource Management and Development issues and recommends their implementation where necessary to improve the quality of human resource services in the Agency
- Establishes and fosters a culture of teamwork
- Reviews and analyses organizational structure and makes recommendations to management for adjustments where necessary

Technical/Professional Responsibilities

- Supports the Chief Executive Officer by participating in major decisions that affects people management in the Agency.
- Manages the delegated HR functions and execute duties and responsibilities to ensure compliance with stipulations and established guidelines.
- Prepares submissions to the Human Resource Executive Committee (HREC)
- Participating in the deliberations of the HR Executive Committee that makes recommendations for the implementation of improved HR policies and programmes
- Works with the senior management team to analyze and devise solutions for organizational issues.
- Represents the Agency at meetings and/or on committees to examine and evaluate standards, incentive systems and HR policies and programmes
- Directs the benefits administration and staff outreach activities, which includes the administration of staff welfare schemes

- Evaluates the implementation of HR Programmes and provides recommendations to correct weaknesses
- Provides the senior management team with information on human resource capabilities within the Agency;
- Promotes the entrenchment of strategic HRM and implements a transformation plan that will institutionalize the HR function as a strategic business partner.
- Establishes HRM practices aligned to the achievement of the Agency's objectives
- Assesses the capability gap and current effectiveness of the HR function within the Agency; reviews and assesses the Agency's structure, processes and manpower needs and makes recommendations for adjustments where necessary.
- Coordinates the development and application of risk assessment and mitigation frameworks for the HR Strategy and HRM policies and their implementation within the Agency.
- Leads in the effective administration of Performance Management and Appraisal System for continuous improvement in organizational and individual performance.
- Oversees the development of an effective recruitment and selection programme aimed at the acquisition and retention of high caliber and competent and productive staff.
- Oversees the development and administration of a policy/programme that caters to the occupational, health, safety and wellbeing of all staff.
- Develops and reviews the implementation of programmes designed to promote a healthy industrial relations environment.
- Oversees the administration of the discipline and grievance process ensuring consistency and fairness.
- Reviews employee appeals through the Agency's Policy guidelines
- Leads in the development and review of the implementation of HRM&D policies and procedures and other regulations; ensures the establishment and effective functioning of committees and workgroups to support the delivery of human resource services.
- Represents the Agency at meetings, conferences and other functions as requested
- Engages in networking with Ministries/Departments/ Agencies on human resource issues
- Assesses periodically, employees satisfaction with the Agency

Other Responsibilities

- Performs other related duties assigned from time to time by the Chief Executive Officer

Required Competencies

The post-holder should be able to demonstrate:

- Excellent leadership and management skills
- Excellent analytical and problem solving skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent knowledge of human resource management principles
- Good knowledge of the principles and processes of financial management
- Proficiency in the use of relevant computer applications
- In-depth knowledge and understanding of corporate planning and its strategic contribution to management processes
- Ability to prioritise amongst conflicting demands and make decisions
- Excellent strategic planning, coordinating and organizational skills
- Excellent judgment, analytical and problem solving skills
- Excellent negotiating and persuading skills
- Excellent human relations skills
- Strong industrial relations and negotiations skills
- Strong knowledge of the Revised Human Resource Management Procedural Manual

- Good project management skills and knowledge of the Staff Orders and Public Service Regulations
- Sound knowledge of Labour Laws and Industrial Relations Practices
- Demonstrated skill in interpreting and applying policies and regulations.
- Excellent interviewing and counselling skills
- Excellent knowledge of compensation and benefits administration and related statutory regulations.
- Good understanding of the principles of policy development, analysis and evaluation
- Working knowledge of relevant computer applications and systems including HRMS

Minimum Required Education and Experience

- Master's degree in Human Resource Management/Development with a minimum of five (5) years' working experience in a senior management position; **or**
- First Degree in Social Sciences or equivalent qualifications with at least ten (10) years' experience in the Human Resource Management field of which six (6) are at a Senior Management Level
- Training in Supervisory Management

Remuneration Package:

- Salary Range: \$ 6,820,273.00 - \$ 9,172,509.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **May 1, 2023** to jobapplications@nla.gov.jm for the attention of:

**The Chief Executive Officer
National Land Agency
8 Ardenne Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)