

# JAMAICA INTELLECTUAL PROPERTY OFFICE

(An agency of the Ministry of Industry Commerce Agriculture and Fisheries)

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE: HUMAN RESOURCE MANAGER</b>
<b>JOB GRADE: LEVEL 8</b>
<b>POST NUMBER:</b>
<b>DEPARTMENT:</b>
<b>REPORTS TO: EXECUTIVE DIRECTOR</b>
<b>ACCOUNTABLE TO: EXECUTIVE DIRECTOR</b>
<b>MANAGES:</b>

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

## **JOB PURPOSE:**

To develop and implement the human resource policies and procedures which will satisfy the staffing needs of the Jamaica Intellectual Property Office (JIPO) and ensure that the standards of service/performance are achieved and the JIPO objectives are met.

## **Reporting Relationship:**

Reporting to the Executive Director the incumbent is responsible for conceptualizing, developing, guiding and implementing the organizations human resource strategy in keeping with agreed organizational objectives.

## **Supervises:**

Management Information Systems (MIS) and Records Management Department; Receptionist; Support Staff, Security and Stationery purchasing; Procurement Committee

## **OBJECTIVES/SUMMARY OF POSITION**

### **KEY OUTPUTS:**

- Human resources policies and procedures documented
- Personnel records maintained
- Training, development and employee benefits administered
- Staff knowledge of pension, retirement and other human resource issues be kept current

### **Major duties and responsibilities:**

- Ensure that all departments are adequately staffed with the requisite human resource to the extent of budgetary allowance
- Develop and implement the Human Resource Strategic Plan
- Provide effective Human Resource Management
- Identify and make recommendations aimed at ensuring that employee's needs, deemed critical for effective performance are adequately and promptly addressed through training and development opportunities.
- Directs preparation and distribution of written and verbal information to inform employees of benefits, compensation and personnel policies
- Analyse compensation policies, government regulations and prevailing wage rates to develop competitive compensation plan
- Formulate procedures for recruitment, testing, placement, orientation, reference checks, benefits and labour industrial relations using government's guidelines
- Prepare annual work plan and budget for the human resource division
- Meet with employees and supervisors to resolve grievances
- Maintain accurate records for job descriptions and compile statistical reports for personnel-related data including hiring, transfers, performance appraisals, absenteeism, sick leave, vacation, daily attendance
- Represent organization at personnel-related hearings and investigations

- Provide advice and recommendations on disciplinary actions
- Prepare monthly reports
- Oversees the management of the local and overseas training offered annually

**Nature of guidelines used in the performance of duties:**

- JIPO Policies and Procedures Manual
- Government Policies, Circulars and guidelines for procurement
- Labour laws and statutory requirements
- Access to Information Act

**AUTHORITY:**

**Manage the HR Division's Budget**  
**Recommend staff for service reward**  
**Recommend amendments to organisational policies**  
**Authorise projects, inspect and request payment for satisfactory completion**

**PERFORMANCE STANDARDS**

- staff are recruited according to specifications and positions filled within specified timeframes
- accurate and efficient completion of tasks within agreed timeframe
- manage the organisation's staff to ensure full compliance with the organisation's policies, roles, guidelines and regulations
- Confidentiality and integrity are exercised

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

Due to the nature of the position, working beyond scheduled hours of work will become necessary at times

**Knowledge, skills and abilities**

- **Knowledge of Labour laws**
- **Knowledge of government's administrative system**
- **Sound knowledge of HR Functions: staffing, employee development, performance, management, compensation, and benefits administration, job analysis, design and evaluation**
- Excellent Human relations/interpersonal skills
- Excellent oral and written communication skills
- Good problem solving skills
- leadership and motivational skills
- Meet stipulated deadlines
- Negotiation and mediation skills
- Competence and knowledge of relevant HR software programme
- Proficient use of Microsoft Office Suite

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- BSc. in Human Resource Management or a related discipline from a recognised tertiary institution and two (2) years related experience;
- Sound knowledge of Human Resource policies and procedures;
- Excellent communication and interpersonal skills
- Training/Proficiency in Microsoft applications