

GOVERNMENT OF TRINIDAD AND TOBAGO

JOB DESCRIPTION

CONTRACT POSITION

JOB IDENTIFICATION:

POSITION TITLE: Team Leader

MINISTRY/DEPARTMENT: Personnel Department –

(Office of the Chief Personnel Officer)

LOCATION:-DIVISION/SECTION: Job Evaluation Project Office

JOB SUMMARY:

This job requires the incumbent to provide direction, support and guidance to a team of Job Analysts engaged in the conduct of the Job Evaluation and Compensation Exercise in the Public Service. Duties involve overseeing day-to-day team operations; assigning and reviewing work; and monitoring and reporting on individual and team performance to ensure project timelines and milestones are met. Duties also involve assisting in creating a project environment conducive to open communication, creative thinking, cohesive team effort and workplace trust.

REPORTING RELATIONS:

REPORTS TO: Project Manager

SUPERVISION GIVEN TO: Job Analysts

DUTIES AND RESPONSIBILITIES:

Organizes and supervises the activities of Job Analysts engaged in the collection and analysis of job/compensation data by:

- devising work schedules and assigning work to team members, specifying timeframes and deadlines for completion of work;
- monitoring and reviewing work performance to ensure achievement of project timelines and milestones and providing constructive feedback;
- providing technical guidance, resolving work problems, clarifying instructions and offering solutions to team or individual team members;
- Appraising and evaluating the performance of staff and recommending the appropriate training;

Organizes and conducts regular meetings with team members to share relevant information and communicate project plans, goals, objectives and assignments.

Reports regularly to the Project Manager on team and individual work accomplishments, progress and challenges in mastering project tasks, work processes and issues pertaining to team dynamics; and recommends appropriate action, as required.

Maintains appropriate records in accordance with established standards.

Drafts Cabinet/Ministerial Notes, Briefs, team/individual progress reports and other documents.

Liaises with Consultants on issues pertaining to the Job Evaluation and Compensation Exercise.

Collaborates with other Team Leaders to ensure consistency in the implementation of the work plan and adherence to established procedures within the Project Office.

Assists the Programme and Project Managers in the creation of a project environment conducive to open communication, creative thinking, cohesive team effort and workplace trust.

Represents the Department at meetings and workshops and serves on committees on matters relating to the Job Evaluation and Compensation Exercise.

Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of Human Resource Management, including Compensation Management.

Considerable knowledge of the methods and techniques employed in job analysis.

Considerable knowledge of the structures and systems governing the operations of the Public Service and public sector entities.

Knowledge of Public Administration.

Sound analytical and problem solving skills.

Sound written and oral communication skills inclusive of presentation and report writing skills.

Sound interpersonal, networking and relationship building skills.

Sound supervisory skills.

Proficiency in Microsoft Office Suite.

Basic project management skills.

Ability to supervise and provide leadership to a cadre of professional staff involved in the implementation of a job evaluation exercise.

Ability to analyse issues, make informed judgements and provide advice on issues pertaining to the implementation of the Job Evaluation and Compensation Exercise.

Ability to prepare and deliver presentations.

Ability to promote effective teamwork.

Ability to foster motivation within project teams to meet critical deadlines.

Ability to express ideas clearly and concisely both orally and in writing and to produce comprehensive reports.

Ability to direct meetings with persuasiveness and diplomacy.

Ability to develop and maintain collaborative working relationships with other members of staff and internal and external stakeholders.

EXPERIENCE AND TRAINING

A minimum of four (4) years experience in Compensation Management including experience in a supervisory capacity; and training as evidenced by possession of a Bachelor's degree in Human Resource Management/Management Studies or one of the Social Sciences with courses in Human Resource Management from a recognized institution; or any equivalent combination of experience and training.