



JOB DESCRIPTION

JOB TITLE:	Director, Human Resource Management and Development
JOB LEVEL:	GMG/SEG 3
REPORTS TO:	Director, Human Resource Management and Administration (GMG/SEG 4)
DIRECT REPORTS:	Human Resource and Development Officer (GMG/SEG 1) Human Resource Officer (GMG/AM 4) Secretary 2 (OPS/SS 2)

JOB PURPOSE:

To engage and retain a cadre of well-trained, productive and satisfied staff members that are effectively aligned to the strategic goals of the Cannabis Licensing Authority, and to ensure the efficient administration of the entity.

KEY OUTPUTS

- Human resource policies and procedures
- Training & development, succession and retention plans
- Safety, health & wellness, and welfare programmes
- Performance management processes/evaluations
- Administrative manuals and guidelines
- Strategic/operational plans and budgets
- Recruits, interviews and staff the entity
- Compensation & benefits programmes
- Job Descriptions and job analysis

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PERFORMANCE CRITERIA

- Operational plans and budgets structured to meet goals
- Training needs determined, documented and appropriate interventions effected and measured
- Succession plans created and updated regularly
- Staff furnished with current applicable job descriptions
Clearly defined standards are set and met for hiring, orientation, training, retention and termination
- Efficient management of the logistics and office management
- Performance management system implemented and monitored, and evaluation of staff completed within stipulated timelines
- Best practices applied to human resource strategies, policies and procedures
- Safety, health & wellness needs determined and appropriate interventions effected
- Group morale and productivity are harmonious among management team, civil servants and external contacts
- Relevant and appropriate information disseminated to staff in a timely manner
- Staff is competent and motivated to achieve agreed performance targets
- Performance targets and metrics met at agreed intervals
- Reports and data produced are accurate and complete
- Standard and ad hoc reports submitted on time
- Optimized, relevant departmental policies and procedures
- Yearly, quarterly and monthly deadlines are met
- Confidentiality, integrity, dependability and tact are displayed in the execution of duties

JOB RESPONSIBILITY

- Manage the recruitment and selection process within stipulated timelines
- Participate in interviews as required
- Undertake reference checks and other post-recruitment exercises
- Liaise with the Director of Finance regarding staff emoluments and payments
- Design and implement strong orientation and reorientation programmes
- Direct the development of human resource policies and procedures that support the goals and objectives of the organisation and needs of staff.
- Provide guidance to division/department leaders in the interpretation of policies and procedures and foster uniformity in approach
- Administer and monitor staff satisfaction indices and recommend/implement appropriate interventions to improve and maintain morale and motivation levels
- Design and promote intermittent staff appreciation/recognition initiatives
- Keep abreast with market trends and provide guidance on compensation for staff
- Introduce and proactively engage staff in welfare, health and wellness and Occupational Health awareness programmes within the workplace
- Incorporate mechanisms for training needs assessment and measurement
- Develop and implement career growth, succession, and retention plans through formal training and staff development programmes as well as internal cross training, job rotations and other appropriate methods
- Assist with change management processes and provide guidance to the CEO, directors and staff on change management and personnel issues
- Update, approve and circulate job descriptions to all staff in a timely manner

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- Approve recommended leaves, schedules and emoluments
- Manage the performance evaluation process for all staff on a bi-annual basis
- Counsel employees encountering personal and job related problems
- Develop and implement appropriate human resource systems to track and report on key human resource metrics (e.g. approved posts, posts open, staff count, retirements, deaths, leave, turnover rate)
- Promote performance incentives, conflict resolution and harmonious relations
Measure risks associated with emergency situations such as natural disasters, sudden departure of key employees and make and share contingency plans
- Use diplomacy and discretion during termination and restructuring exercises
- Provide detailed explanations and unbiased hearings about sexual harassment on the job and any other similar forms of harassment or discrimination
- Make adequate allowance for access to disabled staff in the workplace
- Give direct oversight to the office attendant
- Ensure that logistics arrangements for couriers and day-to-day operations are effective
- Give direction for the provisioning of equipment and requirements met for new staff
- Represent the CLA at national and international forums

Management

- Report on performance standards of the division at intervals agreed upon
- Contribute to the development of the corporate plan and budget
- Develop and recommend training and developmental programmes for direct reports
- Conduct appraisal for direct reports, recommend leave and initiate disciplinary action and performance incentives
- Collate and submit reports in keeping with required timelines
- Ensure adherence to internal policies and procedures
- Perform other related duties as assigned from time to time by the Director Human Resource Management and Administration.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Recommend staff appointments, promotions and transfers
- Take disciplinary actions in keeping with approved policies and procedures
- Approve leave requests and other related matters
- Approve expenditure within authorized budget limits
- Liaise externally with HR Directors/Managers within public and private sectors and exchange information on best practices, policy trends, programmes, etc.

KEY COMPETENCIES

- Excellent judgment and decision-making skills
- Excellent motivation, leadership and people management skills
- Client focused and results oriented
- Highly confidential, self-driven and motivated
- Experience developing and managing strategic plans and budgets
- Highly developed oral and written communication skills
- Proven negotiation and problem-solving skills
- Conflict management skills

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QUALIFICATION & EXPERIENCE REQUIREMENTS

- First Degree in Human Resource Management, or related field from a recognized tertiary institution;
- At least 3-5 years' experience in HR, at least 2 at middle management level
- Strong analytical and problem-solving skills
- Excellent interpersonal skills
- Knowledge of GOJ human resource policies and procedures would be advantageous

VALIDATION

This document is validated as an accurate and true description of the job when agreement is signified below.

Approved by: *Chief Executive Officer*

Signature: _____ Date: _____

Received by:

I have received, read and fully understand the requirements of the job as outlined.

Signature: _____ Date: _____