



CARIBBEAN COURT OF JUSTICE

JOB DESCRIPTION

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| Position Title: | CHIEF HUMAN RESOURCE OFFICER |
| Department: | Human Resource |
| Unit: | N/A |
| Reports Directly To: | Senior Manager, Corporate Administration |
| Reports Indirectly To: | President |
| Supervises: | HR Officer Compensation & Benefits HR Officer Manpower & Development |

Position Objective:

To execute the human resource strategy in support of the overall strategic plan of the Court, effectively leading and directing the routine functions of the HR Dept enabling the recruitment, development and retention of competent employees to achieve the Court's vision, mission and strategic goals.

Key Responsibilities include:

Organisational Direction and Strategy

- Work closely with Managers and Staff to develop and implement the approved HR strategic plan for the CCJ.
- Participate in the development, implementation and review of strategic and Unit plans, identifying obstacles and devising and implementing appropriate solutions.
- Contribute to the development, implementation and review of policies, procedures and systems to support and improve human resource management and the overall operational efficiency and effectiveness of the CCJ.

Leadership and Management

- Lead by example to cultivate culture and behaviours that are aligned to the Core Values of the Court.

- Provide leadership and guidance for the HR function with respect to training, career development, succession planning, performance management, retention, leadership development, compensation and benefits.
- Provide strategic leadership by articulating HR needs and plans to the executive management of the Court
- Effectively deliver timely, efficient and courteous HR service to all Staff, addressing issues promptly and ensuring equity and consistency in decision-making.
- Work with the HR Team to establish and document Key Performance Indicators (KPIs) for the Department, monitoring and evaluating the Department's progress and results.
- Work with the Executive management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the Court.
- Develop and implement HR initiatives to support the achievement of the overall strategic objectives of the Court.
- Monitor, evaluate and adapt approved HR strategies and related programmes for the Court.
- Provide sound recruitment support and effective employee induction and on-boarding for new Staff of the CCJ.
- Work closely with and provide strong support to Managers and Staff to enable:
 - preparation and implementation of annual training plans
 - effective talent management and development of Staff
 - effective manpower, succession and career planning
 - timely and effective performance management inclusive of probationary reports to encourage employee engagement and establish and communicate performance expectations.
 - implementation of HR programs and team building activities to engender a positive culture and an efficient and conflict-free workplace
 - sound guidance on employee relations and disciplinary matters
- Evaluate recommendations for transfers, promotions, relief and leave, up to and including Grade 5, making recommendations to the RJLSC for Grades 6 and above.
- Analyze manpower requests from Departments/Units to determine staffing needs and forward with recommendations as required for approval.
- Prepare, update and maintain Job Descriptions at least on an annual basis.
- Maintain and update the HR Policy Manual.
- Monitor to ensure implementation/adherence/compliance with approved HR policy and practice.
- Oversee the proper administration of compensation and benefits, and accurate record-keeping.
- Manage and maintain the HRIS efficiently and effectively, ensuring the integrity and confidentiality of system data.
- Conduct and submit analysis reports on exit interviews on the resignation of staff up to and including Grade 5.
- Enable good Employee Relations and Industrial Relations practice addressing employee complaints, grievances and disciplinary issues. Provide counselling and conduct investigations

regarding employee complaints, grievances and disciplinary issues originating from individual situations or the work environment. Prepare reports of findings and make sound recommendations as to what actions, if any, should be taken.

- Represent the CCJ at local and international fora and on various committees as required by the President.

Administration and Team

- Co-operate/work closely with the Registrar, Management, Staff and the RJLSC in an effort to better to understand, analyze, and support the needs of the CCJ.
- Ensure effective communication, sharing information and providing guidance, supervision and coaching to HR Staff to achieve desired results.
- Conduct regular group and individual meetings with staff supervised to promote open communication, timely sharing of relevant information for the efficient operation of the Unit and providing guidance, supervision and coaching to Staff to achieve desired results.
- Oversee the work of supervised staff to ensure adherence to the organization's policies, processes, procedures and standards; provide on-going guidance, supervision and coaching as necessary to achieve desired results.
- Identify and address training needs and monitor training outcomes to ensure the development of Staff and the transfer of learning.
- Monitor staff performance, follow up on and appraise work results accurately and on a timely basis.
- Prepare the biennial budget and ensure HR costs remain within budget.
- Prepare reports that provide insight into administrative and other requirements
- Promote employee health and safety, ensuring that Staff observes health and safety rules, policies and procedures and addressing any issues that arise.
- Review and approve Staff loans in accordance with CCJ's Staff Loan policy and procedure. Review and forward any other Staff Loans with recommendations to the RJLSC as required.
- Maintain awareness and knowledge of contemporary HR management and development theory and methods and make recommendations where the organization may benefit from their implementation.

Other:

- Assist with the management of projects as required by the Court
- Serve on committees as required.
- Perform other related duties that may be assigned from time to time.

Required Knowledge, Skills and Abilities:

- Proven knowledge of all areas of human resource management, and its principles, policies and practices including Human Resources Information System(s).
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills with the ability to analyze, refine, summarize, and clearly present data and information.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.
- Ability to demonstrate exceptionally strong analytical skills,
- Good knowledge of research techniques.
- Knowledge of the CARICOM region and its Court Structure.
- Knowledge of Court procedures and Court protocols.
- Ability to lead and work in a team, and demonstrate the highest level of professional integrity, respect, patience and diplomacy for colleagues and others.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to maintain confidentiality at all times.

Internal Relations:

Liases with:

- Judges
- All Managers and Staff
- OD/HRM RJLSC
- RJLSC Secretariat

External Relations:

Liases with:

- Professional HR Management Bodies
- Educational/Training Institutions
- Consultants

Minimum Education and Experience

- Master’s Degree in Human Resource Management
- 8 years HR experience, with at least 4 years of executive HR experience
- SHRM Certified Professional (SHRM-CP) or equivalent certification.
- Working experience with automated Human Resource Management System(s).

SALARY BAND: 7

BASE SALARY: US\$3,420.05 (Free of Tax)