

# Job Description

**JOB TITLE: Manager, Training and Development**

**DIVISION: Human Resources**

**DEPARTMENT: Training and Development**

**JOB PURPOSE:**

The incumbent is required to develop and implement Training and Development strategies and initiatives that ensures the continued development of the Human Resources of the Trinidad and Tobago Housing Development Corporation.

**WORKING RELATIONSHIPS:**

- Reports to the Divisional Manager, Human Resources.
- Works closely with Divisional Managers and Managers, service providers, internal and external stakeholders.

**MAJOR DUTIES & RESPONSIBILITIES:**

- Provides general advice in Human Resource policies and procedures to the Corporation and other stakeholders.
- Develops and implements strategies and mechanisms to identify the needs of the employees of the Corporation.
- Develops and implements training programmes and activities to develop the human resources of the organisation.
- Plans, co-ordinates and review the work activities of the department.
- Manages the Performance Management Systems for relevant employees.
- Provides coaching and mentoring to relevant employees.
- Prepares and submits reports in accordance with the Corporation's requirements.

- Develops and manages department's budget in accordance with strategic and operational plans of the Corporation.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

### **QUALIFICATIONS AND EXPERIENCE:**

- Masters in Human Resources Management; or equivalent qualification in a related discipline;
- Seven (7) years progressive experience in Human Resources with three (3) years in at a Managerial level in the Human Resources field;
- Equivalent combination of training and experience.

### **KNOWLEDGE AND SKILLS:**

- Extensive knowledge of the legislation and principles and practices pertaining to human resource management and Industrial relations relevant to the Corporation.
- Sound knowledge in collective bargaining process relevant to the Corporation.
- Ability to establish and maintain effective working relationship.
- Excellent conflict resolution, mediation and negotiation skills.
- Strong analytical skills.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).