

JOB DESCRIPTION

Job Title: HR Officer
Reports to: HR Manager
Proposed Grade: M
Salary Scale: KYD\$44,700 – 60,108

Job Purpose

Under the supervision of the Human Resource (HR) Manager, the post holder will provide a wide range of HR functions for the Parliament Management Commission (PMC). The main purpose will be to assist in administering, planning and directing HR activities and strategies required to meet the needs of a highly paced environment. The post holder will provide a high quality, professional, customer-focused human resource management and administrative service to support the PMC in delivering its strategic goals.

Dimensions

The HR Officer will be responsible for assisting with all HR activities to provide a comprehensive HR service including all policy, strategic and operational HR /personnel functions. The post holder will be expected to contribute across all areas of the job description as he /she is assigned to support. Specific to this role is:

- **General Administrative & HR Services** – attending to employees’ requests, preparing standard letters and other correspondence, tracking and monitoring delivery of HR services
- **Compensation & Benefits Administration** – Ensuring that all employees are duly enrolled in pension, health insurance and other benefits provided by the PMC
- **Job Description Writing and Evaluation** – Assist with writing job descriptions, as necessary, attend and contribute to Job Evaluation panels
- **HR Projects** – Contribute to HR-related projects, within the PMC and organizationally (taking the organizational /administrative /technical lead when required);

Principal Accountabilities

General Administrative & HR Services 35% of time spent

- Provide high quality, customer-focused “help-desk” telephone, email, and face-to-face support on employee entitlement and HR processes and systems;
- Receive employee relations matters and provide guidance on appropriately resolving the issue, particularly of aggrieved employees. In all cases, situation should be reported via email to the HR Manager;
- Monitor compliance of employment agreements;
- Maintain the HR Asset Register, ensure ongoing clarity of existing assets and their current estimated values, and complete an annual inventory;

- Maintain the HR office supplies, strategically ensuring that such supplies meet the needs of staff members;
- Examine and suggest ways to improve the standard /quality of service delivery by enhancing processes and services provided;
- Support the delivery of training courses /workshops.

Compensation & Benefits Administration 25% of time spent

- Prepare enrolment and post-employment packages for the Public Service Pension Board (PSPB) to ensure that ex-employees and retirees can access pension or cash-out cheques in a timely manner, resolving queries surrounding individual employees' entitlements, during and following employment;
- Prepare CINICO enrolment packages, ensuring new employees are aware of how to access entitlements, and existing employees are updated regarding requirements, resolving queries surrounding individual employees' entitlements;
- Assist with auditing of CINICO billing discrepancies and resolving outstanding issues;
- Undertake manual and ECM file management activities that ensures that HR records are handled in compliance with the PMC file plan and requirements of PoCS, Treasury, CINICO and PSPB to ensure service provision to employees by these agencies;
- Provide support for processes undertaken in relation to on-going employment within the PMC to ensure clients receive information in a professional and timely manner, including but not limited to:
 - Preparing employment agreements, private gainful employment, resignation, maternity, discretionary leave and other employment related documentation
 - Leave Management
- Support all other requirements of the HR Systems and Payroll Unit by undertaking administrative functions relevant to payroll;
- Where necessary, undertake repatriation activities which ensure entitlements, for employees recruited from overseas, are administered in a timely and consistent manner in line with government procedures.

Job Description Writing and Evaluation 20% of time spent

- Support the HR Manager in the professional job design and evaluation of positions within the PMC, including regular reviews and updates. This includes but are not limited to:
 - Registering job evaluation requests to a job evaluation team when required
 - Participating as a member on a job evaluation panel
 - Coordinating job evaluation panels as required, to involve panel coordination, panel member role understanding, resolving differences /achieving panel consensus and ensuring results are issued and recorded
 - Liaising with the PMC's Unit members in order to fully understand roles /job descriptions that are to be job evaluated
- Support in developing, coordinating and delivering job evaluation forums.

HR Projects

15% of time spent

- Research and implement special projects as assigned by the HR Manager;
- Assist the HR Manager with the design and review of policy proposals;
- Lead, where possible, and provide direction to team members on specific ad hoc projects and working committees;
- Assist with the production of standard reports which support decision making and ensure processes are conducted effectively.

Other

5% of time spent

- Attend and actively participate in staff meetings and other required activities such as performance management;
- Perform other related duties as they are assigned.

Organizational Chart See attached

Background Information

The Parliament Management Commission fosters parliamentary democracy and promotes the aims and objectives of the Commonwealth Parliamentary Association. The PMC staff provides professional and administrative services, and impartial advice to all its employees. This includes legislation, regulations, the Government's budget and policies, motions, questions, papers, and reports, and Committee work, as well as a range of services and facilities designated for the MPs.

The role of the HR Officer is to provide support to the HR Manager by ensuring that all HR needs of the department are managed in an efficient and timely manner.

Knowledge, Experience, and Skills

The post holder will be an accomplished HR professional who may be called upon to assist the PMC Management Team in the absence of the HR Manager with various activities related to the implementation and coordination of HR policies and procedures. This would be in line with the PMC's strategic goals and all relevant governmental policies, laws and regulations. The highest level of integrity and impartiality in relation to all aspects of the role, as well as the ability to observe strict confidentiality while exercising discretion, sensitivity and courtesy is required.

Knowledge

The post holder must possess:

- An Associate's Degree in HR Management/Professional HR Certification.

Experience

The post holder must have:

- At least four (4) years position-related experience in an HR environment;
- Exposure to or familiarity with HR information systems would be an asset.

Skills

It is essential that the post holder possesses:

- Filing procedures;
- Excellent organizational and multi-tasking in order to meet deadlines and maintain a high level of efficiency and effectiveness;
- Highly effective interpersonal & relationship building abilities;
- Strong relationship management;
- Exemplary communication aptitude both written & verbal;
- High level of self-motivation;
- Ability to work effectively in a dynamic team;
- Excellent research and analytical acumen as well as technical HR skills;
- Strong IT skills with experience in Microsoft Excel, computerized personnel systems and data querying tools.

Assignment and Planning of Work

The post holder directly supports the work of the PMC, under the leadership of the HR Manager. Much of the work is demand driven, and many routine enquiries must be resolved on the day they are received, while more complex issues must be resolved by a time scale negotiated with the line-manager. Work will be generated from decisions timelines, such as the closing date for job applications or the cut-off date for payroll processing. Therefore, on a day to day basis, the post holder must be able to prioritise to manage his /her workload within the guidelines and deadlines that are determined by HR Services procedure and those necessary to meet deadlines.

In situations where specific deadlines are not set, the post holder is expected to use his /her own initiative to prioritize the work.

Supervision of Others

The post holder has no supervisory responsibilities, but may assist interns on an ad hoc basis.

Other Working Relationships

The post holder will work closely with all Parliamentarians, managers, supervisors and other members of staff within the PMC to provide advice, assistance and make recommendations when necessary.

In addition, the post holder will act as the principal contact for other relevant Government Departments such as the Portfolio of the Civil Service, Treasury, Computer Services, Public Service Pensions Board, CINICO and all other external vendors, suppliers, and customers when appropriate and in relation to IT matters.

Decision Making Authority and Controls

The post holder makes recommendations to the HR Manager regarding design, implementation and maintenance of complex HR systems, contracts and other technology. Such recommendations will be made within the guidelines of the Public Service Management Act and Regulations, Circulars and

other guidance provided by the PoCS, as well as policies and procedures established within the PMC. The post holder will use his /her own initiative in the research of assigned projects and within the scope of the principal accountabilities.

While most decisions are made in consultation with the HR Manager, some decisions may be made by the post holder from time to time in the absence of the HR Manager but in consultation with the Clerk in accordance with set policies, procedures and guidelines. The post holder supports decisions affecting his /her area of responsibility, such as scheduling and prioritizing tasks in accordance with implementing HR products and services.

Problems /Key Features

The post holder must possess good time management skills and the ability to multi-task while dealing with numerous interruptions and unanticipated inquiries during the day. He /She will need to exercise discretion in the dissemination of information and maintain professionalism in cases of conflict and adversity. In addition, the post holder must be cognisant of the fact that he/she will be working with a diverse workforce and as such must be sensitive to cultural and other differences.

Working Conditions

Normal office conditions apply. However, the post holder must be willing and able to periodically work extended hours or weekends to meet deadlines or address critical issues.

SIGNED: **Clerk & Chief Officer of Parliament**

Date

SIGNED: **Employee**

Date

SIGNED: **HR Manager**

Date