



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following permanent position:

HUMAN RESOURCES OFFICER

Job Summary

To address human resources related matters and health safety and environment issues, labour law interpretation, dispute resolution, monitoring health and safety protocols and supporting HR initiatives through data analysis and employee engagement to improve workplace safety, morale and performance.

Key Duties and Responsibilities

1. Address employee matters in a fair, timely, and confidential manner to achieve mutually agreeable solutions that align with company policies and good industrial relations practices.
2. Conduct thorough and impartial investigations into workplace incidents following due process, including gathering evidence, interviewing witnesses, and documenting findings in comprehensive reports, as may be assigned.
3. Provide advice and support on human resources matters, including labour laws, company policies and contractual obligations based on terms and conditions of employment.
4. Stay abreast of labour laws, industrial relations practices, and regulatory changes, ensuring that the organization's policies and practices comply with current legislation.
5. Prepare reports on human resources matters, including trends in employee relations, disputes and grievances providing recommendations to mitigate risks and improve the work environment
6. Plan and execute scheduled and unscheduled HSE inspections to proactively identify hazards and assess risk mitigation measures, ensuring compliance with safety standards.
7. Maintain records detailing HSE activities, inspection outcomes, and risk assessments.
8. Thoroughly examine workplace accidents, near-misses, and safety violations to determine root causes and recommend corrective actions as may be required.
9. Collaborate with stakeholders to resolve safety concerns, document findings, and track the implementation of corrective actions.
10. Assist with the review, development and/or updating of HSE policies to meet legal requirements and enhance safety systems and culture for requisite approvals.
11. Collect, analyse, and interpret key HR and HSE data from various HR applications and databases, such as absences, turnover, near miss reporting, loss time injury and other relevant indicators, using advanced data analysis tools for reporting.
12. Provide data for compensation reviews and HR Policy development as may be required by maintaining records of collective agreements and other sources of job market information.
13. Participate in the planning and execution of various employee engagement events, including orientation programs, team-building activities, company-wide celebrations, and recognition ceremonies.
14. Coordinate logistics for HR related events, including venue selection, catering, transportation, and audiovisual requirements; identify, negotiate with, and manage relationships with vendors and service providers for events when required.

15. Develop and manage budgets for assigned events, ensuring all expenses align with company policies and the approved budget while maintaining quality and impact.
16. Draft board notes and reports on HR-related matters, ensuring accurate and timely submission to the Manager, Human Resources as may be required.
17. Assist with the preparation of clear, concise, and professionally written letters, memos, and other correspondence related to policies and industrial relations matters in a timely and confidential manner.
18. Maintain organized and confidential HR records in compliance with standards.
19. Assist in the organization and induction of new staff on the code of conduct, HR and HSE policies and operating procedures during orientation.
20. Comply with the HSE policy & procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
21. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
22. Ensure adherence to TATT's HSE policies and procedures and promote a safe and compliant working environment.
23. Perform other related duties as required by job function.

Qualifications and Experience:

1. Recognised bachelor's degree in human resources management, industrial relations, business administration, law, or a related field.
2. Certifications in HR, Industrial Relations or HSE (Health, Safety, and Environment) would be an asset (e.g., CIPD, SHRM, NEBOSH or equivalent).
3. Professional certifications in mediation or conflict resolution will be an asset (e.g., Chartered Mediator, Certified Conflict Resolution Specialist).
4. A minimum of 5 years of experience in human resources, industrial relations, or a related field.
5. A minimum of 4 years of professional-level experience in human resources.
6. Experience in undertaking HSE responsibilities
7. Experience in a telecommunications or unionized environment is an asset.
8. Possession of a valid Driver's License.

Core Competencies

Professional Knowledge:

1. Knowledge of employment law and regulations that govern employment in the public sector and state agencies.
2. In depth knowledge of the OSH Act
3. Working knowledge of HR applications
4. Detailed working knowledge of advanced Microsoft Word, Excel and other Office applications

Skills and Abilities:

1. Strong written and verbal communication skills to draft reports, policy changes, and communicate with employees at all levels.
2. Advanced conflict resolution and mediation skills for managing disputes and grievances effectively
Emergency Response-Awareness
3. Strong ability to analyse HR metrics and provide actionable insights for decision-making.
4. Ability to remain impartial and fair while resolving workplace issues.
5. Ability to analyse situations, prepare reports and make appropriate recommendations

6. Ability to conduct root cause analysis during investigations and recommend appropriate corrective actions.
7. Ability to prioritize and manage multiple tasks efficiently, especially when handling simultaneous HR issues and events.
8. High attention to detail, especially when handling sensitive matters such as grievances, investigations, and reporting.
9. Integrity and confidentiality in handling sensitive and personal information.
10. Proactive in addressing potential industrial relations or HSE issues.
11. Strong teamwork skills while being able to work independently.

Applications

Applications should be submitted no later than **Thursday 22nd May 2025** to:

**Manager, Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago.**

or email: recruitment@tatt.org.tt

Late applications will not be accepted and unsuitable applications will not be acknowledged.