



STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission invites applications for the following **three (3) year contract position**:

SENIOR HUMAN RESOURCE ANALYST IN THE HUMAN RESOURCES DIVISION

A. Job Summary

Under the general direction of the Director, Human Resources, the Senior Human Resource Analyst is responsible for the development and delivery of expert advice in HR strategies, projects, policies, manuals and collective agreement development and application. He/she is required to engage in constructive management-union relationships and collective bargaining processes. The incumbent is also required to co-ordinate and act as a key participant in the collective bargaining process, advise management and work with union officials on the interpretation and application of the collective agreement and manage the grievance process to create and maintain a stable Industrial Relations climate within the Commission.

B. Responsibilities / Accountabilities

Strategic HR

- Participates in the execution of key strategic and operational matters on human resources issues, priorities, systems, processes, performance indicators, human resources and budgets.
- Develops and implements relevant policies, procedures and processes.
- Assists in developing and updating the Human Resources policies, practices, guidelines, manuals, processes and procedures while aligning with the Commission's strategic objectives and HR implementation plan.

Operational HR

- Prepares briefs and other documentation for industrial relations matters.
- Conducts conciliation at the Ministry of Labour.
- Prepares briefing for the Board and Executive Management on various labour issues.
- Attends negotiations meeting related to the Collective Bargaining Process.
- Attends Non-Crisis Meetings with relevant Recognised Majority Unions (RMUs).
- Provides advice on the terms and conditions employment to relevant RMUs.
- Hosts bi-lateral meetings with relevant RMUs.
- Provides expert advice on Industrial Relations matters.
- Develops and implements strategies that promote and maintain a healthy and stable Industrial Relations climate.
- Develops strategies for the Collective Bargaining process.
- Ensures compliance with the Commission's human resource, legal, regulatory and statutory requirements.
- Identifies operational and reputational risks in the area of Industrial Relations and develop/implement mitigation measures to address issues identified.
- All other related duties which may be assigned.

C. Minimum Qualifications and Experience

- Bachelor's Degree in Law, Labour Studies or Human Resource Management.
- Five (5) years' relevant experience in a senior human resource position with a minimum of five (5) years' experience in industrial relations in a unionised environment.
- Master's Degree in any of the relevant areas would be an asset.
- Mediation training will be an asset.
- Any suitable combination of qualifications and experience will be considered.

D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none">• Extensive knowledge of best practice in the Collective Bargaining process.• In-depth understanding of employment law and regulations that govern employment in statutory bodies.• Knowledge of dispute resolution and compensation administration.	<ul style="list-style-type: none">• Sound character, credibility and integrity.• Strong judgment, negotiating, and problem-solving skills• Exceptional oral and written communication skills• The ability to work effectively with, and command the confidence and respect of, internal and external stakeholders.

<ul style="list-style-type: none"> • Ability to develop strategies for negotiation and collective bargaining. • Proficiency in Microsoft Office Suite. 	<ul style="list-style-type: none"> • Excellent organizational, administrative and time management skills. • Ability to remain tactful, calm and persuasive in controversial and/or confrontational situations. • Ability to multitask and complete numerous tasks within deadlines.
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E. Key Contacts

- **Internal:** Board of Commissioners, Members of the Executive Team, Divisional/Departmental Heads, Union Branch Executive.
- **External:** Stakeholders: Registered Majority Union, Legal Representatives, Officials from the Ministry of Labour, Chief Personnel Officer, Ministry of Finance and other relevant stakeholders.

All applications should be forwarded under confidential cover and addressed as follows:

Vacancy – Senior Human Resource Analyst (on contract)

Director, Human Resources

Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than August 7, 2025.

The Commission thanks you for your interest, however, only shortlisted applicants will be contacted.