



UWI
ST. AUGUSTINE
CAMPUS

Human Resources Officer (Level I) – Talent Development

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, [UWI Today](#) and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the Human Resources Division

The Registry is the information and administrative center of the St Augustine Campus and continuously pursues a process of realigning itself to respond more effectively to the needs of its various customers. The Registry is headed by the Campus Registrar, who is the Campus's Chief Administrative Officer.

The Human Resource Division is a section within the Office of the Campus Registrar and is headed by a Director, Human Resources.

The HR Division is responsible for the full spectrum of human resource activities and initiatives geared towards enabling the Campus in the pursuit and achievement of its objectives. These include:

- Attracting, recruiting, engaging, developing, and retaining a cadre of qualified and motivated employees; and
- Fostering a caring, positive and professional work environment conducive to teaching and learning

The successful candidate would be expected to play a key and active role in the development and implementation of these initiatives and activities.

Tenure of Appointment

Appointment as Human Resources Officer (Level I) will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the [Charter of the University and to its Statutes, Ordinances, Rules and Regulations](#), including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar,
The University of the West Indies, St.
Augustine, Republic of
Trinidad and Tobago.

Human Resources Officer (Level I) – Talent Development

Qualifications and Experience

The successful candidate must possess at minimum, a Bachelor's degree from a recognized university, preferably in Human Resources, Psychology, Organisational Development, Management, Business Administration, Social Sciences or other related discipline.

Candidates should also possess:

- At least five (5) years' experience in a similar position
- Experience designing and delivering learning content
- Experience with assessment tools
- A track record of developing and implementing successful talent programmes
- Knowledge and understanding of adult learning, training concepts, and practical application of training approaches
- Evidence of familiarity with learning management systems, e-learning platforms and technologies

Candidates with the following would have an advantage:

- Certification in Training and Development or a related programme
- Practical experience and evidence of solid understanding of modern performance management techniques

The following would be considered assets:

- Coaching training or certification
- SHRM, HRCI, CIPD or ATD certification
- Experience with Coaching programmes
- Knowledge of higher education HR policies and practices
- Proficiency in the use of MS Office

Special Responsibilities

Talent Development and Learning

- Developing and implementing talent management strategies that align with the Campus and by extension the Institution's goals and address the needs of the Institution and its employees including leadership development, skill enhancement and career progression
- Collaborating with Department Heads and Managers to identify and address talent management needs and implementing appropriate interventions
- Conducting skills gap analyses to identify areas of improvement and develop targeted training initiatives
- Designing, developing, and implementing learning interventions incorporating multiple formats and relevant adult learning activities that are effective and engaging to learners, applying adult learning principles
- Managing and facilitating internal and external training sessions, workshops, and seminars
- Designing and delivering programme content
- Organising and supporting learning needs analysis exercises by administering surveys, organising focus groups, or brainstorming sessions
- Planning and delivering programme elements identifying and contracting external resources to provide a robust leadership development programme

- Facilitating the process of identifying high-performing and high-potential employees
- Supporting the development and implementation of succession planning and talent management processes to ensure a robust pipeline of future leaders
- Supporting the execution of organisational and staff development initiatives and programmes including Coaching and Mentoring programmes
- Facilitating team-building sessions
- Recommending and developing retention strategies
- Developing and implementing methods to assess the effectiveness of training programmes
- Monitoring and evaluating the effectiveness of talent management initiatives and making recommendations for improvement

Performance Management

- Supporting the execution of the performance management framework, systems and tools
- Supporting internal communication and capacity-building efforts, including developing training materials and delivering training on performance management
- Providing advice and guidance to department heads, managers and staff on the operation of the performance management process and advise managers on underperformance cases

General

- Supporting Department heads and managers in the development of performance objectives/key performance indicators and performance improvement plans.

- Staying abreast of recent trends in both performance and talent management practices and incorporating current industry practices where possible
- Supporting employee engagement efforts including developing and driving the execution of employee engagement action plans, initiatives and feedback programmes
- Managing and facilitate the Ministry of Labour OJT programme, other trainee partnerships and induction of trainees
- Participating in the reviews/audits of human resource frameworks and processes, such as performance management, learning and development, and succession planning, and making recommendations for improvement
- Assisting in the development, review, maintenance and implementation of relevant HR policies and procedures
- Supervising assigned staff
- Serving on UWI Committees
- Preparing and submitting analytics and reports as and when required
- Performing other related duties as may be assigned

Personal Attributes

The Campus places high priority on individuals of integrity who are client focused and can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Possess ability to engage varying audiences
- Possess strong planning and organisation skills

- Possess strong facilitation skills
- Be able to manage multiple projects simultaneously and meet deadlines
- Be creative thinkers with strong analytical and problem-solving skills
- Display organisational awareness
- Demonstrate strong work ethics, standards and values
- Have excellent time management skills
- Be able to foster and build relationships with various internal and external stakeholders to meet organisational initiatives and objectives
- Be able to manage conflict
- Be able to identify and address learning and developmental needs to enhance own performance
- Be able to work in a conscientious, consistent and thorough manner

Remuneration Package

Annual Salary Range:

Level I:

Minimum: TT\$ 185,880.00 per annum

Maximum: TT\$ 232,836.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12.5% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) - TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

*The Registry
St. Augustine
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