



UWI
ST. AUGUSTINE
CAMPUS

Industrial Relations Officer (Level I)

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 Industrial Relations 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.

Industrial Relations Officer (Level I)

Qualifications and Experience

The successful candidate must possess at minimum, a Bachelor's degree from a recognized university, preferably in Human Resource Management, Industrial Relations, Social Sciences or other related discipline.

Candidates should also possess:

- At least five (5) years' experience in a similar position operating within a unionized environment
- Sound knowledge of the Industrial Relations Act, OSH, and other employment legislation
- Knowledge in Employee relations best practices and concepts

Candidates with the following would have an advantage:

- Certification in Industrial Relations
- Specialized training in Conflict Management

Proficiency in the use of MS Office would also be considered an asset.

Key Responsibilities

- Supporting employee engagement efforts by assisting the design and implementation of initiatives and programmes that foster and promote a healthy and productive working environment

- Conducting research on matters related to the operations of the Industrial Relations and Benefits Administration Unit
- Providing timely advice, coaching and support to leaders, and staff members on workplace relations matters including contract administration, employee complaints, performance concerns, disciplinary matters, grievance handling and dispute resolution; and serves as mediator when required
- Advising staff at all levels on the interpretation of collective agreements, policies, procedures, and practices
- Addressing disciplinary matters in accordance with good industrial relations practices
- Coordinating or conducting, as required, internal investigations for disciplinary and grievance matters
- Assisting the Assistant Registrar – Industrial Relations with collective bargaining
- Assisting the Assistant Registrar – Industrial Relations with external/third party matters including representing the Campus at the Ministry of Labour and Industrial Court as required
- Responsible for the administration of all Benefits for assigned staff groups.
- Administering the Employee Assistance Program (EAP)
- Assisting in the review, documentation and maintenance of HR policies and procedures to ensure best practice and compliance with collective agreements and employment legislations

- Participating in the reviews/audits of human resource frameworks and processes
 - Developing and facilitating relevant training and workshops for internal stakeholders
 - Preparing and submitting routine and ad-hoc reports as and when required
 - Coaching, guiding, and supervising Clerical and Human Resource Assistants
 - Serving on UWI committees
 - Ensuring compliance with all processes and always maintains a high level of confidentiality
 - Maintaining appropriate records
 - Performing other related duties as may be assigned by the Assistant Registrar for her delegate
- external stakeholders to meet organisational initiatives and objectives
 - Be able to work in a conscientious, consistent and thorough manner
 - Possess coaching skills

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 mediation/conflict resolution skills
- Possess research skills
- Possess strong planning and organisation skills
- Possess strong verbal and written communication skills
- Be creative thinker with strong analytical and problem-solving skills
- Be able to foster and build professional relationships with various internal and

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