

Land Transport Authority

Job Description

Date:	8 th February 2021	Position Title	Principal Human Resource & Administration Officer
Division:	Corporate Services	Classification Level	G7S1 \$42,126.64 - G7S7 \$51,194.06 pa
Directly Supervises			
Reports to:	The Manager Corporate Services for the effective and efficient leadership and management of human resources to ensure the achievement and sustainability of the LTA's corporate objectives.		

Primary Objective

Maintains and enhances the management of the human resources functions by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.

Responsibilities

1	Maintains the work structure by updating job requirements and job descriptions for all positions
2	Conduct required analysis into remuneration, salaries, bonuses and benchmark these to other Government SOE's and the Private Sector in view of LTA's financial situation and affordability, and prepare recommendations to the LTA Management for consideration by the Board.
3	Maintains organization staff by establishing a recruiting, testing, and interviewing program, advising and counseling managers on candidate selection, conducting and analyzing interviews; recommending changes.
4	Communicate any changes to prevailing HR policies to all Divisions of the LTA and carry out in-house training to ensure employees understand the rationale underpinning such policy and monitor its successful implementation.
5	Facilitate through collaborative working relationships with managers the implementation of the individual performance management systems including developing targets, performance evaluation and performance plans
6	Maintains historical human resource records by filing and retrieval system; keeping past and current records.
7	Ensure planning, monitoring, and appraisal of employee work results by advising management to coach and discipline employees, counseling employees and resolving employee grievances.
8	Assist and advise Manager Corporate Services regarding the effective allocation of resources to ensure effective support to implement agreed strategies and actions set out in the LTA Corporate Plan.
9	Develop and implement management strategies and practices that improve team work and create a motivational environmental that enhance employee's productivity and commitments.

10	Prepare forward estimates budget for personnel on yearly basis
11	Represent the Division in any meetings or any other duties as directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Must have a degree with majors in Management, Administration, Human Resources Management or any related qualification from a recognized tertiary Institution.	Essential	
Work Experience	Must have at least 5 years of relevant experiences in human resource management.	Essential	
Knowledge and Skills	Demonstrated ability in strategic HRM planning	Essential	
	Demonstrated ability in leading and managing staff in a challenging environment	Essential	
	Demonstrated ability in undertaking HRM Functions	Essential	
	Demonstrated ability in written and interpersonal skills.	Essential	
	Should be computer literate and has proven experience in Microsoft Word,/Excel, and other software etc.	Essential	
	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 1972, Police Service Act 1977, Road Traffic Ordinance 1960 (Part IV), Road Traffic and Traffic Control Act 1990, Road Traffic Orders 1994, Accident and Compensation Act 1989, Membership of Statutory Boards and Authorities Act 2001, Public Service Act 2004.	Desirable	

Competencies	
1	Developing Others
2	Customer Service Orientation
3	Impact and Influence
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity & Perseverance

Prepared by:	Human Resource
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