

# Land Transport Authority

## Job Description

<b>Date:</b>	26 February 2021 (updated)	<b>Position Title</b>	Senior Human Resources Administration Officer
<b>Division:</b>	Corporate Services	<b>Classification Level</b>	Grade 5 /6Step1-Step 7 \$26,817-\$40,695 pa
<b>Directly Supervises</b>			
<b>Reports to:</b>	Manager Corporate Services Division through the Principal Human Resource Administration Officer.		

### Primary Objective

To provide effective and efficient provision of Human Resources services, as may require by the Authority, in order to meet its objectives and to support the core functions set out in the Authority's Corporate Plan, Annual Report and LT ACT 2007.

### Responsibilities

1	Provide accurate and timely advice and information for the management and employees on Working Conditions and Entitlements and ensure that Human Resource Policies and Procedures are correctly followed.
2	Monitor and Maintain all LTA attendance registers and ensure that staff leave cards are updated.
3	Assist in the preparation of Job Descriptions and duty statements according to skills and qualification required and, organizes requirements for R&S processes such as advertisement, interviews, update payroll personnel and update vacant positions database.
4	Maintain training database, identify training needs and coordinate ongoing staff trainings/refreshers on the Authority's services, policies and procedures, regulations and working conditions and entitlements.
5	Organize induction courses for new recruits on the LTA Working Conditions and Entitlements Policies and Procedure Manual for all staff.
6	Manage, maintain and provide monthly update of staff performance management appraisal system
7	Assist with the implementation of the Authority Performance Appraisal System and advise employees on matters relating to career development.
8	Collect and compile HR information for the Authority newsletter.
9	Assist in budget preparation/implementation/monitoring of Personnel Categories and ensure timely monthly reconciliation with the MYOB Payroll data.
10	Record, maintain, plan and manage personnel records/database of employees on matters such as wages, salaries, trainings, allowances and assist in preparing associated management reports.
11	Prepare and maintain personnel administration such as preparing confirmation letters for staff, keep records and maintain personnel filling system and advise staff on leave entitlements.
12	Assist in coordinating the Authority's planning and reporting processes include but not

	limited to corporate plans, annual reports and others.
13	To carry out any other duties as reasonably required by the Reported personnel.

<b>Selection Criteria</b>	<b>Essential - Desirable</b>	<b>Weighting</b>
Minimum qualification of a Bachelor's Degree in the field of Management, Public or Business Administration or relevant field from a recognized University	Essential	
Minimum of 4 years relevant working experience from a similar organization.	Essential	
Demonstrated ability to be proactive in planning, organizing and analyzing human resources issues.	Essential	
Demonstrated excellent leadership/supervisory skills and works with minimum supervision.	Essential	
Excellent communication skills in English and Samoan and interpersonal skills creating positive energy dealing with staff needs.	Essential	
Demonstrate ability in analyzing data/information and making recommendations in report format to management.	Essential	
Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database etc.	Essential	
Has sound knowledge of the following legislations; <ul style="list-style-type: none"> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Labour and Employment Act 2013</li> </ul>	Desirable	

<b>Competencies</b>	
1	Leadership
2	Strategic
3	People Management
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

<b>Prepared by:</b>	<b>Human Resource</b>
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