

Land Transport Authority

Job Description

Date:	November 2023	Position Title	Principal Human Resource & Administration Officer
Division:	Corporate Services	Classification Level	G7/S1-G8/S7 \$45,075.50-\$70,487.31 p.a.
Directly Supervises	Human Resource Team		
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 business goals and objectives.		

Primary Objective

Oversee the management of the human resources through development of appropriate HR policy, directing and coordinating human resources functions, such as recruitment and selection, employment conditions and entitlements, performance appraisal, discipline and grievance mechanisms, capability and capacity building strategies, payroll and institute an overall performance management system by performing the following duties assisted by subordinates.

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	Assist the Manager Corporate Services in the formulation and development of relevant HR policies from time to time based on changes in legislation, government decision affecting LTA and other SOEs, against international acceptable best practices.
4	Responsible for conduction of payroll for LTA employees and ensure all relevant documents is needed for completion on a fortnightly basis
5	Responsible for preparation of Board Submission on HR Related matters and staff overseas trips
6	Responsible for conduction of Inductions for newly recruits as well as refresher for LTA employees upon request
7	Responsible for completing of LTA Vehicle Insurance & Building Insurance and making sure these policies are updated on an annual basis.
8	Maintains organization staff by establishing a recruiting, testing, and interviewing program, advising and counseling managers on candidate selection, conducting and analyzing interviews; recommending changes.
9	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.
10	Develop and formulate capability plan for the Corporate Services Division and assist other Divisions with their preparations, and advice Manager Corporate Services of actions and solutions to identified skills gaps.
11	Maintains historical human resource records by filing and retrieval system; keeping past and current records.
12	Ensure planning, monitoring, and appraisal of employee work results by advising management to coach and discipline employees, counseling employees and resolving employee grievances.
13	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.

14	Assist in maintaining and completing human resource operational requirements by scheduling and assigning employees; following up on work results
15	Develop and implement management strategies and practices that improve team work and create a motivational environmental that enhance employee's productivity and commitments.
16	Assist the Manager Corporate Services in the formulation and compilation of the LTA Corporate Plan, Personnel Budget, Annual Management Plan, Service Charters and its preparation for Board
17	Represent the Manager CSD in Management meetings and any other duties as directed.
18	Contributes to team effort by accomplishing related results as needed.

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	
	Must have extensive knowledge in payroll processes and the utilization of go payroll system	Essential	
Knowledge and Skills	Strong written and verbal communication in both English and Samoan language	Essential	
	Demonstrated ability to network, and engage effectively with other staff members and with external stakeholders in issues pertaining to human resource and administration services.	Essential	
	Demonstrated ability to assist in achieving planned outcomes with approved resources and within agreed timelines in accordance with policies.	Essential	
	Extensive knowledge in report writing, research conduction and data analysis	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; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labor and Employment Act 2003. 	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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