

NORTH-EAST REGIONAL HEALTH AUTHORITY MANAGER, EMPLOYEE RELATIONS & WELLBEING (GMG/SEG 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **strong, dynamic, and proactive** individual to fill the position of **Manager, Employee Relations & Wellbeing (GMG/SEG 2)**.

Summary:

Reporting to the Director of Human Resource Management and Development, the Manager, Employee Relations & Wellbeing, will be responsible for ensuring that all Collective Labour Agreements and IDT awards are adhered to; planning, organizing and guiding the activities of the Human Resource Staff within the Region, to ensure that objectives are achieved and efficiency is maintained in the areas of Industrial Relations; Monitoring of the organizational climate and implementing corrective as well as preventative actions geared at minimizing grievances and industrial disputes.

The ideal candidate will meet the following educational criteria:

- First degree in Management, Human Resource Management, Public Administration or equivalent.
- Professional Certificate and specialized training in Industrial Relations
- A minimum of two (2) years' experience in Industrial Relations

Specific Knowledge Required:

- Sound knowledge of the laws, procedures and practices pertaining to the Labour Relations Code, and the Jamaican Labour Laws. This would include - the Labour Relations and Industrial Act, Employment (Termination and Redundancy payment Act), Maternity Leave Act, and Holidays with pay regulations.
- Excellent time management skills.
- Ability to communicate effectively both orally and in writing.

Key responsibilities will include:

1. Consulting with the Director HRM&D on Government of Jamaica and Ministry of Health & Wellness policy guidelines on HRM objectives and implement the necessary strategies for their accomplishment. This includes:
 - The administration of disciplinary matters including the investigation of reported incidents,
 - Recommending and/or conducting disciplinary hearings, authorization or recommendation of disciplinary action, as well as referrals to the Human Resource Subcommittee of the Board of Management and the Ministries of Health and Wellness and Labour & Social Security where necessary.
 - The administration of grievance procedures including the investigation of reported incidents and
 - The authorization or recommendation of appropriate action to resolve grievances.
2. Formulating, developing and implementing mechanisms to monitor indicators of the organizational climate and of management/staff relations and initiate or propose steps, as appropriate, to maintain or restore harmonious relations and a positive climate.
3. Developing, recommending, authorizing and implementing corrective and preventative measures to minimize or resolve industrial disputes or action to include organizing and/or attending critical meetings at the Facilities, and at the levels of the Ministries of Health & Wellness, Labour & Social Security and Finance, with a view to resolving industrial disputes.
4. Co-ordinating strategies to ensure proper communication of information relating to human resource and industrial relations to employees.

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 3,770,761 – \$ 5,071,254 per annum

Applications along with resumé should be submitted no later than **Friday, 2023 December 22** to:

**The Director,
Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747**

**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT-LISTED
APPLICANTS WILL BE ACKNOWLEDGED.**