



GOVERNMENT OF MONTSERRAT

TERMS OF REFERENCE: HUMAN RESOURCES (HR) SPECIALIST

1. BACKGROUND

Government of Montserrat embarked on several reviews of the Office of the Deputy Governor (ODG) stemming as far back as 2005. The main objective was to conduct a comprehensive assessment of the ODG function and associated satellites. More specifically, these reviews explored areas of strengths and challenges to HR reform including future changes that may be needed to the Legislative Framework, inclusive of, Public Administrative Act, General Orders and other SROs; HR Thematic areas; HR leadership, management and operations. In 2018, Government Partnerships International (GPI) conducted a review which provided ODG with an action plan which will provide for improved delivery of HR programme objectives to enhance the performance and productivity of the Human Resources Management Unit. As Government of Montserrat expectations from the Public Service increases, and the service moves into a changing world the operations, activities and policies of the service must adapt.

The recruitment of an HR Specialist is critical in implementing the change in operations within the Government service and the HR function. This Specialist is expected to contribute to the improved performance of the Public Service, through effective translation of Government mandates, strategies and plans into outputs. This will ensure the delivery of effective services and development outcomes resulting in high public confidence and satisfaction in the Public Service.

2. STRATEGIC CONTEXT

In accordance with the Strategic Development Plan (2008-2020) and the Government of Montserrat (GoM) Policy Agenda 2021/22 -2023/24, one of the strategic priorities is to strengthen Good Governance across the Public Service at both the policy (strategic) and implementation (operational) levels through corporate leadership and high performance. The programme objective of the Human Resources Management Unit is to recruit, retain and reward an elite cadre of professional, high-performing public officers with the competencies to drive the Government's policy and legislative agenda.

The development of this comprehensive and robust HRM framework complements a broader public sector reform programme of improving public administration through

legislative reforms and by establishing and institutionalising HRM strategies and policies. This is to support public sector managers in leading and managing a highly competent and engaged workforce.

3. SCOPE OF DELIVERABLES

- Develop strategies to attract and retain a highly competent workforce
- Develop a Human Resources framework and systems for the public service to include the creation of guidelines and tools
- Develop, design and deliver training and mentoring programmes for the public service
- Provide a framework to address Disciplinary and other Public Relation matters in accordance with the Constitution of Montserrat, PSA/GO/PAA and Regulations...
- Develop human resources policies, procedures, laws, and standards to new and existing employees
- Address any employment relations issues, such as work complaints and harassment allegations
- Oversee the hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- Develop a recruitment and retention strategy
- Support the establishment of a Human Resource taskforce of change champions to implement the system wide reforms;
- Review the existing recruitment policies and practices (including the Public Service Act) and propose improvement to a recruitment policy demonstrating best practice, and making alternative recommendations as applicable;
- Provide expert advice on identifying talent within the public service using the performance management system;

4. TRANSFER OF EXPERTISE:

The Government of Montserrat attaches particular importance to knowledge and the development of systems, policies and guiding principles. The expert in discussions with the Reporting Officer should consider a listing of Officers to be assigned as counterparts at the beginning of the assignment. This should be reported on in the Inception Report (due after two months). A training programme for key counterpart officers should be produced by the expert and agreed with the Reporting Officer. An update should be provided on this in the first Progress Report (due after six months).

5. QUALIFICATIONS:

Post Graduate/Advanced Degree (Masters Degree, MBA or equivalent) in Human Resources, Management, Public Administration, or other relevant subjects from a recognised and reputable institution is mandatory **AND**

An LLB from a certified institute with specialization in Administrative Law, HR Certification (CIPD, SHRM, ICPS, PAI) would be desirable and an asset.

6. SKILLS/EXPERIENCE

- Minimum of 10 years' experience in Human Resources in a management and/or advisory capacity working with senior management teams.
- Advanced competencies in: establishing HR systems, HR recruitment strategies, and capabilities within small island states (preferably in the Caribbean)
- Development and workforce planning, writing job descriptions and contract management
- Preparing framework programmes and policies.
- Proven experience in public service monitoring and evaluation experience
- Extensive experience in the conduct of organisational/personnel assessments, capacity needs
- Assessments, training activities and capacity building, preferably in the public sector.
- Proven experience in providing HR advice to senior-level government stakeholders.
- Strong Interpersonal, oral and written communications skills.
- Analytical, good decision-making and teambuilding skills
- Leadership and management skills

7. RECIPIENT

Human Resources Management Unit, Office of the Deputy Governor, Government of Montserrat.

8. REPORTING

The successful Applicant to report to the Honourable Deputy Governor within the Office of the Deputy Governor.

9. CONTRACTING

The post holder will be contracted through the Government of Montserrat recruitment

protocols facilitated by the Human Resources Management Unit (HRMU).

10. TIMEFRAME:

Appointment will be made on a contractual basis for a period of two (2) years.

11. REMUNERATION

The Remuneration package for the post of HR Specialist is EC\$210,000 per annum (taxable) inclusive of basic salary and allowances.