



# Ministry of Education, Skills, Youth and Information

## CAREER OPPORTUNITIES EMPLOYEE RELATIONS AND BENEFITS SECTION

**JOB TITLE :** **MANAGER, INDUSTRIAL RELATIONS (GMG/SEC 2) - VACANT  
EMPLOYEE RELATIONS SECTIONS/INDUSTRIAL RELATIONS UNIT**

### **JOB PURPOSE**

Under the general direction of the Director, Employee Relations & Benefits, the Manager, Industrial Relations is responsible for managing, coordinating and directing the Ministry's industrial relations cases and investigations inclusive of negotiation of collective bargaining agreements, contract administration and interpretation. The incumbent is also expected to demonstrate a clear understanding of legal compliance, applicable workplace laws, regulations, policies and procedures to facilitate the fostering and maintenance of a harmonious industrial relations climate with staff, trade unions and staff associations.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Industrial Relations with at least three (3) years' experience  
OR
- Bachelor's Degree in Public/Business Administration with specialized training in Industrial Relations
- Five (5) years' working experience in the related field, three (3) of which should be at the supervisory Level
- Training in Supervisory Management would be an asset

### **REMUNERATION PACKAGE:**

**\$4,266,270.00 - \$5,737,658.00 per annum**





CO 25-99



## Ministry of Education, Skills, Youth and Information

### **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, July 4, 2025:

Director – Human Resource Management  
Ministry of Education, Skills, Youth & Information  
2-4 National Heroes Circle,  
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

**Click here to apply**

The job description is attached.



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION**  
**CENTRAL MINISTRY**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE :</b>	Manager , Industrial Relations
<b>JOB GRADE :</b>	GMG SEG 2
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Corporate Services
<b>SECTION/UNIT:</b>	Employee Relations Section/Industrial Relations
<b>REPORTS TO:</b>	Director, Employee Relations & Benefits
<b>MANAGES :</b>	Senior Industrial Relations Officer Administrator

**Job Purpose:**

Under the general direction of the Director, Employee Relations & Benefits, the Manager, Industrial Relations is responsible for managing, coordinating and directing the Ministry's industrial relations cases and investigations inclusive of negotiation of collective bargaining agreements, contract administration and interpretation. The incumbent is also expected to demonstrate a clear understanding of legal compliance, applicable workplace laws, regulations, policies and procedures to facilitate the fostering and maintenance of a harmonious industrial relations climate with staff, trade unions and staff associations.

**Key Outputs:**

- Annual Operational, Work & budget prepared
- Industrial Relations programmes & strategies developed/implemented/managed
- Investigations conducted
- Ministry represented at meetings/sittings
- Advice, guidance and interpretation provided
- Reports prepared and submitted
- Disciplinary problems/conflicts and grievances resolved
- Industrial relations decisions implemented
- Staffs' performance appraisals conducted

**Key Responsibility Areas:**

**Technical / Professional Responsibilities:**

- Facilitates the fostering and maintenance of harmonious industrial relations climate within the Ministry



and with trade unions and staff associations by:

- > developing, implementing and managing of programmes and strategies designed to encourage good labour relations;
- > coordinating and moderating meetings with trade unions and staff associations;
- > investigating, analysing and evaluating the causes of labour disputes, circumstances relating to work stoppages and other forms of labour unrest, and devising, recommending and implementing appropriate corrective action;
- Advises the Permanent Secretary, through the Director, Employee Relations & Benefits, on matters relating to disciplinary matters;
- Establishes and maintains proper grievance procedures in keeping with Government guidelines and ensures that all grievances filed by trade unions and staff associations are treated accordingly;
- Calculates costs of claims for salary improvements submitted by trade unions/staff associations and researches and prepares related Briefs for submission to the Ministry of Finance Planning;
- Represents the Ministry at meetings with the Ministry of Finance and Planning, concerning negotiations for salaries and allowances;
- Advises the Ministry and Agencies of revised salary scales and agreements reached and monitors the timely implementation of such agreements;
- Represents the Ministry at meetings of the Ministry of Labour and Industrial Disputes Tribunal relating disputes that have been referred;
- Provides advice to the Ministry, schools management and Regional Directors regarding terms and conditions of employment of both academic and non-academic staff and industrial relations matters in general;
- Interprets where necessary information on Government's Labour Legislations and Industrial Relations Policies;
- Investigates matters referred to the Ministry by the Office of the Public Defender and reports findings to said Office;
- Reviews existing and proposed Labour Legislations to ensure that the Ministry's industrial relations practices are compatible with their provisions;
- Performs the functions of mediator in disciplinary matters involving staff;
- Keeps abreast of current information and developments trends in labour relations;
- Makes presentations at seminars/workshops on industrial relations issues;
- Assists in the implementation of industrial relations decisions in a timely manner;
- Performs any other related duties that may be assigned by the Director.

#### **Management/Administrative Responsibilities:**

- Prepares and implements the Budget, Operational & Work Plans for the Industrial Relations Unit;
- Monitors the implementation of revised Salary Schedules;
- Advises and updates the Director on key areas of responsibilities,
- Leads, prioritizes and monitors the day-to-day operation of the Unit to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Plans, directs, supervises and coordinates work activities of subordinates and staff relating to areas of responsibility;
- Ensures the maintenance of a database of documentation and information on industrial relations matters, electronic and paper base, to facilitate confidentiality, easy retrieval, safe custody and an audit trail;

- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Ministry of Education, Youth and Information;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Prepares and submits periodic reports the Director, Employee Relations and Benefits.

### **HR Responsibilities:**

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Monitors the routine operations of the Unit and oversees and participates in the review and evaluation of the work of staff members;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Conducts performance appraisal of staff as required, quarterly and annually;
- Fosters teamwork, a harmonious working environment and promote collaborative working across Divisions/Units;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Recommends vacation leave and approves sick and departmental leaves for staff in the Unit and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts staff meetings as required;
- Ensures that staff adhere to the policies and procedures of the Ministry and the Unit;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.

### **Performance Standards:**

- Grievance and disputes timely minimized in accordance to agreed policies and guidelines;
- Industrial relations disputes and grievances thoroughly investigated and reported on in a timely manner and corrective actions taken as is appropriate;
- Confidentiality and integrity exercised;
- Research of claims is thorough and conclusions sound and takes into consideration all relevant factors
- All relevant considerations, including the needs and interests of the Ministry and individuals concerned, laws, guidelines, etc are taken into consideration in representing the Ministry at meetings/hearings.
- Advice and guidance given are sound and based on a thorough knowledge of and correct interpretation of the relevant laws, regulations, guidelines, policies, procedures, terms and conditions of employment and best practices;
- Potential problems and issues that may have an adverse effect on industrial relations within the Ministry are identifies, assessed and addressed in a timely manner;
- A consistent and fair approach is adopted in the interpretation and application of policies, procedures and codes relating to matters of discipline and disputes;
- A collaborative and harmonious industrial relations climate is fostered and maintained with staff, trade unions and staff associations;
- Performance of staff managed on an ongoing and timely basis by establishing performance objectives, monitoring performance, providing feedback and initiating corrective action;
- Reports are thorough and prepared and submitted in a timely manner.

**Internal and External Contacts (specify purpose of significant contacts):****Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Permanent Secretary	To provide advice and to obtain information
Finance Division	To obtain information payments of govt. liability re injuries
Section/Unit Heads	To provide and receive information regarding advice and guidance on interpretation and application of regulations, disciplinary code, policies, procedures, etc.
Bursars; School Administrators	To provide information on issue payment agreements arrived at with the unions
Staff	To provide information
Internal Auditors	To provide information

**Contacts external to the organisation required for the achievement of the position objectives:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Trade Unions and Staff Associations	To ascertain information concerning negotiations and industrial relations matters
Ministry of Labour & Industrial Disputes Tribunal	To receive / provide information
Ministry of Finance and the Public Service	To receive/provide information
Office of the Public Defender	To provide/receive information grievance and dispute matters
Attorney's General Dept.	To received/provide information regarding on-the-job injury claims
Board Chairmen, School Administrators and Heads of Statutory Bodies	To provide information of details of agreement reached with Unions/Association

**Required Competencies:****Core:**

- Listening skills as well as the ability to understand people's background and motives
- Ability to present information and negotiate with employees and managers from different levels
- Strong attention to details
- Ability to establish credibility and build and maintain effective and collaborative working relationships with people at all levels.
- Ability to work well under pressure
- Sound planning, organizing and time management skills
- Good written and oral communication skills
- High level of integrity, initiative and confidentiality
- Good people management skills
- Effective teambuilding skills

**Technical:**

- Thorough Knowledge of the Staff Orders, Public Service Regulations, The Education Regulations and the Ministry of Education's Terms and Conditions of Employment of the Non-Teaching Staff

- Good knowledge of Labour Laws and Industrial Relations practices
- Excellent knowledge of the Grievance Policy for the Public Sector
- Sound knowledge of the Ministries of Finance and the Public Service and Labour and Social Security guidelines
- Knowledge of relevant Union Agreements and tribunal awards
- Knowledge of current trends and developments in labour relations locally and internationally
- Proficient in the use of the relevant MS applications

### **Minimum Required Education and Experience**

- Bachelor's Degree in Industrial Relations with at least three (3) years' experience  
**OR**
- Bachelor's Degree in Public/Business Administration with specialized training in Industrial Relations
- Five (5) years' working experience in the related field, three (3) of which should be at the supervisory Level
- Training in Supervisory Management would be an asset

### **Authority To:**

- Reviews and signs documents as authorized
- Access to confidential information within the scope of duties
- Participates in the resolution of labour relations issues
- Access to confidential information/files
- Recommend disciplinary action
- Recommend vacation leave
- Approve sick and departmental leave

### **Special Conditions Associated with the Job:**

- Normal working environment
- Required to work beyond normal working hours to meet deadlines
- Required to travel to Regional offices
- Required to hold a valid driver's license and own a reliable motor vehicle