

**TERMS OF REFERENCE**  
**For Director, HRIS Analyst**  
**Human Resources Management Unit, Office of the Deputy Governor**  
**– Government of Montserrat**

### **1.0 Background**

The Human Resources Department falls under the remit of the Office of the Deputy Governor. The programme objective for the 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 role is both strategic and operational and is being recruited to at a time when GoM is seeking to transform and modernize the public service.

### **2.0 Purpose of Assignment**

The Government of Montserrat is seeking to recruit a Director, HRIS Analyst, Human Resources Management Unit, Office of the Deputy Governor with a wealth of strategic and operational experience gained in either a commercial or public sector setting.

The post of Director, HRIS Analyst is being recruited to at a time when GoM is seeking to transform and modernize the public service. Therefore the successful candidate should have extensive knowledge of HRIS and implementing such systems. Able to produce and provide accurate and timely statistical employee and workforce data for strategic executive decision making purposes and formulation of policies and frameworks.

### **3.0 Leadership Focus**

The Director, HRIS Analyst is responsible for devising and delivering a leading edge information HR strategy that plays a critical role in the achievement of key objectives related to the transformation of the GoM human resources management information function. The successful applicant will provide leadership in the implementation of HRIS, Training and developing HR staff in the efficient use of the System, Manage the data entry into the System and advise on what forms of data capture will provide/promote the necessary strategies to enhance efficient data reporting to the Public Service of Montserrat,

### **4.0 Scope**

The scope of work includes providing leadership and strategic direction on data capture, dissemination and format of data to the Human Resources Management Unit for onward transmission to the Public service of Montserrat. By the end of the contract, it is expected that you would have developed and implemented an HRIS System for GoM, identified and trained a cadre of staff within the HMRU capable of delivering accurate, clear and on time data and would have developed a succession and learning and development strategy for identifying and developing future HRIS leaders.

### **5.0 Professional Tasks**

The Director, HRIS Analyst will be required to perform a range of specific duties to include, but not limited to the following:

- Provide advice to the Deputy Governor/Head of the Public Service, Chief Human Resource Officer/ Head of HRMU, Permanent Secretaries and Heads of Departments on all data and information related matters on the human resource/workforce of the Public Service of Montserrat
- Develop and implement HR data capture policies and tools to be utilized by the HRMU and the Public service.
- Put in place a plan to transform the way the HMRU delivers data that will be more effective and professional and informative to the rest of the Public Service
- Assess the caliber and capacity of current HMRU information System and recommendations delivered and implemented on a timely basis.

## **6.0 Corporate Responsibilities**

- Implementing and maintaining a robust HRIS to service the Public service of Montserrat
- Build the capability of the staff of the HRMU to efficiently transmit and produce data on a timely basis
- Ability to produce on demand data to the leadership of the public service, corporate partners and stakeholders as directed by the Deputy Governor or CHRO

## **7.0 Key Outputs**

The key outputs for the post are:

- Improve data capture and timely dissemination of HR information
- Implementation of an efficient, user friendly HRIS
- fully trained HR staff in the use of the system
- Knowledge management and retention of the use of the system

## **8.0 Qualifications, Skills and Experience**

### **Job Specific:**

The successful candidate will be able to demonstrate:

- Ability to work at senior level, collaborating with HRMU staff, Permanent Secretaries and heads of departments.
- Strong knowledge and skill in the use of HRIS Systems, data capture and dissemination
- Experience in leading successful transformational change particularly changes in HR processes.
- Ability to conceptualize complex employment changes and the ability to adapt the System to implement those changes
- Ability to work right and fast with strong bias for action and demonstrated ability to drive assignments to closure within stated schedules

**Essential Qualifications:**

- Have a Bachelor's Degree with eight (8) years implementing and managing HRIS or a Master's Degree with five (5) implementing and managing HRIS. Area of concentration in Computer Science, Management Information Technology or a related field.
- Ability to work independently or with a team, excellent verbal and written communication skills, experience with Microsoft Office , PeopleSoft, HRMS or HCH, XML publisher, SQL, and Windows Graphical User Interface

Duration:

The appointment shall be for a period of three years on contract.