Reference# MAGT: 1530  Human Resource Manager

Job Title: Chief Human Resources Officer

1. JOB PURPOSE

To serve as a member of the executive team and is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the UCCI, specifically in areas of change management, strategic management and talent management. The Chief Human Resource Officer is responsible for the strategic planning, policy development and day to day management of the Human Resources department of the UCCI and reports to the President of the University College.

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2. DIMENSIONS

The CHRO is responsible for the strategic human resource management function of the UCCI.

Major areas directed include:
Recruitment, staffing and succession planning;
Organisational design;
Performance management and improvement systems;
Ensuring compliance with employee benefits mandated by law;
Employee orientation and development;
Employee development and training;
Policy development and documentation;
Compensation and benefits strategy and administration;
Employee safety, welfare, wellness and health;
Employee services and counseling.
3. **PRINCIPAL ACCOUNTABILITIES**

- Oversees the strategic direction of the Human Resources department and Organizational Development programs and assures alignment with the organizations mission, vision values and objectives.

- Continually assesses the employee relations climate throughout the institution and ensures cultural alignment through proactive employee relations and internal communications programs.

- Leads the development of department goals, objectives and systems.

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and retain an effective workforce.

- Manages the recruitment process by liaising with Senior Managers and the President regarding staffing needs.

- Works with the President to manage the succession planning process.

- Ensures that the organizational design of the UCCI contributes efficiently to the achievement of the Institutions goals and objectives in an efficient and cost effective manner.

- Leads the implementation of the performance management system: this includes performance development plans (PDPs) and employee development programs; and the creation and tracking of employee performance metrics.

- Takes responsibility for ensuring that the performance management system being used is clearly linked to employee’s performance goals and compensation; and that all Managers and employees fully understand the process and requirements.

- Maintains a thorough understanding and working knowledge of the Cayman Islands legislation relating to Human Resources: This includes the Labour Law, Immigration Law, Health Insurance and Pensions Law.

- Acts as a representative of the UCCI in any correspondence and dealings with the Department of Labour Relations.

- Keeps up to date with global best practices and trends in Human Resources.

- Manages and maintains the UCCI job evaluation system.
• Evaluates salary structure in conjunction with the President and Chief Financial Officer, ensuring that compensation for all employees is fair and equitable.

• Works with the Chief Financial Officer to ensure the integrity of the payroll process.

• Makes recommendations on annual adjustments in compensation.

• Manages the UCCI on-boarding and orientation process along with the Administration Manager and ensures that the employee handbook and policy manuals are accurate and up to date.

• Manages the Human Resource Information System (HRIS).

• Manages employee communication and feedback through such avenues as meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.

• Participates in and attends meetings on the direction of the President.

4. KNOWLEDGE, SKILLS & ABILITIES

The post holder is expected to be able to work independently, with minimal supervision and function as an integral member of the UCCI team.

The candidate should be highly motivated with considerable working knowledge of the principles of strategic Human Resource management and should possess the following:

• Broad knowledge and experience in employment law, compensation, organizational planning, employee relations; and training and development;

• Excellent oral and written communication skills;

• Excellent interpersonal and coaching skills;

• Demonstrated ability to lead and develop Human Resources staff members;

• Demonstrated ability to interact effectively with the UCCI Board of Directors;

• Excellent computer skills in a Microsoft Windows environment. Must include Excel, Word and skills in database management and record keeping;

• Experience in the administration of benefits and compensation programs;
• A highly refined sense of cultural competence and awareness, as well as a proven effectiveness and ease in communicating with a multicultural environment. An understanding of the importance and value of diversity that recognizes and embraces the differences that arise from varying backgrounds, life experiences, beliefs, and perspectives is necessary.

• The ability to balance employee needs and concerns with organization policy and business priorities; and Working knowledge of all legislation pertaining to Human Resources in the Cayman Islands.

EDUCATION AND EXPERIENCE:

A Minimum of a Bachelor’s degree in Human Resource Management or related field (Master’s Degree preferred); and At least ten years of progressive experience in human resources. Human Resource Certification such as SPHR or PHR desired. Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.

Salary Range: $ 29,160- $ 39,216 per annum (CI$ 1.00 = US$ 1.20)

Applications: Applications for this part-time position should be done quoting the appropriate reference number above, must include (1) cover letter with description of experience relevant to the position; (2) curriculum vitae; (3) copies of transcripts (official transcripts will be required, if offer is made); and (4) four current letters of reference (2 professional, 2 character).