

Opening Date: 12 April 2017
Closing Date: 28 April 2017
Location: Tortola
Vacancy Notice No. 25/2017
Job Classification: Grade 12
Ministry/Department/Unit: Department of Human Resources
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$38,269 – \$60,803.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Human Resources Business Partner

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will work in partnership with managers, and ministerial HR teams, providing comprehensive, professional and efficient service, offering strategic and operational support, advice and information on a wide range of human resources functions to shape, develop and deliver HR plans and solutions in line with the needs and priorities across designated ministries and departments.

MAIN RESPONSIBILITIES

1. Manage and support the day to day delivery of an operational and strategic HR service, within his/her assigned portfolio, ensuring effective service delivery and the fair, efficient and pragmatic application of relevant legislation, HR policy and practice.
2. Manage assigned employment services casework, from start to finish, and perform requisite follow up actions as necessary, to ensure that matters are managed timely and effectively.
3. Support the Director in advising the Commission on employment and disciplinary matters, by conducting research and preparing thorough Service Commission papers, taking into account relevant legislation, statutory requirements, policies and relevant data.
4. Provide timely, competent advice, guidance and information on a wide range of routine and complex HR issues to senior management teams, ministerial HR teams and Human Resources Director including workforce planning, restructuring, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management, to enable forward planning, measurement of staffing related activities and informed decision making and consistent application of employment enactments and policies and procedures.
5. Coordinate and facilitate on-boarding and off-boarding activities, including providing immigration services support and relocation assistance to persons recruited outside the Territory ensuring that all matters are handled efficiently and to the highest professional standard.
6. Contribute and lead, facilitate and/or manage, delegated HR initiatives/projects of a complex nature, and associated functions, including planning, monitoring and controlling all aspects to achieve desired outcomes.
7. Partner with the Learning and Development Unit, in planning and facilitating workplace trainings/workshops to meet staff developmental needs and organisational priorities.
8. Maintain Human Resources Information System records, and personnel files ensuring security of information.
9. Act as a point of contact for managers in advising and assisting in the handling/resolving of complex employee relations and employee welfare issues. Conduct effective, thorough and objective investigations.
10. Produce correspondence, letters and reports to the highest professional standards, to support operational and strategic HR work activities
11. Build strong relationships and work co-operatively with colleagues to constantly improve the quality and value of HR service provided to clients.
12. Partner with managers and departments to support communication activities and assist in the dissemination of information and follow-up of matters.
13. Assist with the salary administration by advising on pay and other remuneration matters, participating in pay negotiations, coordinating new hires and status changes, ensuring timely and accurate implementation of said changes.
14. Perform audits, analyse qualitative and quantitative data, trends and metrics, to assess problems, identify solutions and contribute to the development of new systems, processes, programmes and policies.
15. Maintain a clear understanding and up to date knowledge of the legal framework within which HR operates; contribute towards the strategic planning process, development and implementation of HR policies/programmes/initiatives in line with current legislation and keep abreast of modern HR procedures and best practices.
16. Partner with HR managers to ensure the Performance Management process is administered appropriately,

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrd@bvi.gov.vg

through objective and development plan setting, performance calibration and talent development. Support a pay for performance culture by assisting with the implementation of SMART annual performance objectives.

17. Carry out such other duties as may be reasonably requested by the line manager or any other senior officer in order to contribute to the effectiveness and efficiency of the unit.
18. Comply with health and safety policy and procedures and risk assessments in order to maintain a safe working environment for colleagues and clients.
19. Adhere to the Government's' Public Service Principles and Values
20. Maintain confidentiality of information. Information must not be communicated to unauthorised persons.

BEHAVIOURAL COMPETENCIES

General

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

Specific

1. Business Partnering
2. Organisational Awareness
3. Influencing
4. HR Knowledge
5. Relationship Management
6. Strategic Thinking
7. Change Management

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended working hours
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Administration/ Management, Organisational Psychology, Public Administration from an accredited institution
- 3-5 years related working experience
- Certification in Mediation, is preferred
- Professional Certification in Human Resources Management, is preferred
- Excellent knowledge of Government structure, employment legislation, policies and procedures, practices and trends.
- Working knowledge of JD Edwards or other similar Human Resources Information Systems experience is preferred.
- Consultancy and partnership skills, including negotiation and influencing skills; proactively building relationships with others to achieve results.
- Sound knowledge and understanding of HR management and latest HR developments including employment legislation and policies and ability to apply this knowledge in practice.
- Ability to maintain confidentiality of work related information and materials.
- Ability to prioritise workload, pay attention to detail, meet deadlines and work well under pressure.
- People management skills; ability to build successful partnerships and networks with a wide range of stakeholders.
- Sound analytical and numerical skills. Ability to review business cases and financial, statistical and other data to contribute to high level discussions and produce high level reports.
- Excellent presentation and facilitation skills.
- Excellent knowledge of the use of standard office equipment and Microsoft applications.
- Excellent customer service skills and interpersonal skills.
- Experience in performance management and working within defined policies and procedures.
- Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.
- Project management skills.
- Ability to analyse complex situations requiring interpretation, identifying options, making decisions and initiating actions as appropriate.

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.

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