

**Opening Date:** 7 February 2024  
**Closing Date:** 21 February 2024  
**Location:** Tortola  
**Vacancy Notice No.** PSC 22 of 2024  
**Job Classification:** Grade 14  
**Ministry/Department/Unit:** Department of Human Resources  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$63,787 annum.**

**JOB VACANCY NOTICE**  
**Human Resources**  
**Manager (Policy & Compliance)**  
Government of the Virgin Islands



**ROLE SUMMARY**

The successful applicant will create and preserve an effective and efficient HR department by providing leadership and managerial direction of the unit on issues pertaining to recruitment, staffing, transfers and performance management matters including reporting and compliance with legislation.

**MAIN RESPONSIBILITIES**

1. Provide professional expertise in the development and implementation of policies, programmes and systems, and project management that support the strategic direction of the Department while ensuring the integration of other HR processes.
2. Liaise with the Attorney General's Chambers on the legal management of relevant Human Resources matters.
3. Coordinate the implementation of short and long-term goals and objectives related to the function within agreed timescales and budgets to support the delivery of departmental objectives.
4. Lead the administration of legal HR matters to ensure effective resolution.
5. Administer, direct, and review policy and planning programs.
6. Advise and consult with Human Resources Business Partners and Ministerial HR Units to design compliance improvement plans.
7. Consult with and advise senior managers, public officers, associations, and other agencies on legislative, policy, and planning issues.
8. Design, evaluate and modify policies to ensure that programs are effective and in compliance with legal requirements.
9. Direct preparation and distribution of written and verbal information to inform management and employees of organizational and administrative policies.
10. Lead the research, analysis and writing of briefings, reports, documents, Cabinet papers and material for the website and intranet and other documents as required, related to policy, guidance and standards.
11. Evaluate, measure and make recommendations for improvement on current compliance standards with relevant legislation across the Public Service.
12. Manage the design and development of tools to assist management in developing and interpreting policies and to guide managers through policy and planning decisions.
13. Analyse and interpret data to identify and determine causes of problems, prepare reports detailing findings and develop recommendations for improvement of organisational policies and practices.
14. Conduct and participate in a variety of surveys, studies and make recommendations on complex and diverse strategic, policy issues and other human resources issues.
15. Develop communications on all policy and standard issues and make presentations.
16. Develop and manage relationships with internal stakeholders, external organisations and government officials on policy matters.
17. Identify needs and make recommendations on financial, information technology and human resources needs to support the goals and objectives in the area of function.
18. Attend senior level meetings and represent the department at internal and external meetings to discuss a variety of issues and requests.
19. Provide regular reporting to relevant stakeholders on the status of improvements on policy and compliance changes.
20. Compliance with health and safety policy and procedures and risk assessments in order to maintain a safe working environment for colleagues and clients.
21. Adhering to the Government's' Public Service Principles and Values
22. Maintain confidentiality of information. Information must not be communicated to unauthorised persons.
23. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

## BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Lead, plan and implement change
5. Obtain information for decision making
6. Provide information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Occasional extended working hours

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Law, Human Resources Management, Business Management or related field
- Certification in Human Resources Management
- Five (5) years managerial experience in related field
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant policies, regulations and laws
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- Excellent research and policy experience and expertise in the area of Human Resources Management
- Ability to multitask and prioritise workload
- Excellent knowledge of business and management principles involved in strategic planning, program planning, budgeting, financial analysis, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources
- Strong leadership, interpersonal and organisational skills
- Working knowledge JD Edwards or other similar HRIS experience is preferred.
- Ability to work extended hours (occasionally) and work under pressure
- Excellent knowledge of data collection processes, data analysis, and research or survey methodology.
- Excellent ability to write and deliver presentations to different audiences
- Ability to maintain confidentiality of work related information and materials
- Excellent customer service skills
- Excellent knowledge of the use of standard office equipment
- Ability to work on own initiative and under pressure and meet deadlines
- Excellent written English, with proven ability to research and write accessible, clear policy documents and reports for a range of audiences
- Proven ability to manage projects, weigh up conflicting demands and make decisions independently
- Excellent oral communication skills, with ability to communicate effectively at all levels of seniority, including the ability to convey complex information in an accessible way
- Proven ability to act as a credible, informed spokesperson on policy and standards issues
- Excellent interpersonal skills with high levels of tact, diplomacy and political awareness
- Proven ability to develop in-depth understanding of legislation and to critically apply this knowledge to policy development

## 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcdbvi@gov.vg](mailto:hrcdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*