

**Opening Date:** 5 December 2016  
**Closing Date:** 19 December 2016  
**Location:** Tortola  
**Vacancy Notice No.** 94/2016  
**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 range \$47,371 – \$75,282.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Human Resources Manager – Employee Relations

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will create and preserve an effective and efficient HR department through leadership and managerial direction of the unit on issues pertaining to employee engagement and employee relations including strategy development, implementation, reporting and compliance with legislation and policies.

### MAIN RESPONSIBILITIES

1. Provide senior level expertise in the development, implementation and monitoring/assessing of policies, programmes and systems that support the strategic direction of the unit while ensuring their integration with HR processes and training on change activities.
2. Coordinate the implementation of short-term goals and objectives related to the function within agreed timescales and budgets to support the delivery of departmental objectives.
3. Provide guidance on employee engagement, relation and wellness programmes and other human resources issues ensuring that HR matters are effectively dealt with.
4. Conduct and participate in a variety of surveys, studies and make recommendations on complex and diverse employee relations, employee well-being and morale and other human resources issues.
5. Develop effective communications and campaigns on employee relations, wellness and other human resources topics and make presentations.
6. Research, analyse data and prepare reports on employee engagement and employee relations and other human resources issues required by senior management for decision making and planning purposes.
7. Initiate and coordinate rich and relevant programmes of engagement and to effectively deal with problem resolution, workplace conflict, employee well-being and performance issues.
8. Lead in employee relations issues dealing with workplace conflicts, ideally resolving where possible informally
9. Design and manage staff award and recognition programmes to recognise years of service and excellent performance, ensuring to provide value added services.
10. Partner in learning and development to identify and deliver training on an annual basis.
11. Identify needs and make recommendations on financial, information technology and human resources needs to support the goals and objectives in the area of function.
12. Participate in senior level meetings; represent the department on boards, or at internal and external meetings and meet with staff or other associations regarding a variety of issues or requests.
13. Develop and manage relationships with internal stakeholders, external organisations and government officials.
14. Manage a team of professional and administrative staff ensuring that they are well supported and trained to deal with employee relations matters, in accordance with established legislation, departmental standards and best practices to accomplish the goals and objectives of the unit.
15. Conduct employee interventions and mediation sessions and produce relevant reports and recommendations.
16. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

### BEHAVIOURAL COMPETENCIES

#### General

1. Manage own resources and professional development
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Analyse information
  - Normal office environment
  - Occasional extended working hours
  - Fieldwork

#### HR 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

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Human Resources Management, Business Management, Organisational Development or related field
- Certification in Human Resources Management and Mediation is preferred
- Five (5) years' experience in related field

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 hrbv@gov.vg

- Valid BVI Driver's License
- Excellent knowledge of Government structure, objectives, operations, policies and procedures
- Experience in researching, developing and implementing HR policies and procedures
- Experience of creating and implementing employee relations interventions and programmes
- Excellent knowledge and understanding of HR management and latest HR developments, including employment legislation and policies and the ability to apply this knowledge in practice
- Working knowledge of JD Edwards Human Resources system or other similar HRIS experience is preferred
- Ability to maintain confidentiality of work related information and materials
- Excellent knowledge of the use of standard office equipment and software applications, including the ability to access and manipulate systems, generate reports, use email and spreadsheets
- Consultancy and partnership skills, including negotiation and influencing skills; proactively building relationships with others to achieve results
- Sound knowledge of assessing organisation needs and implementing solutions aligned to strategy.
- Excellent analytical and numerical skills and ability to use statistical and other data to produce high level reports.
- Task management skills including time management, workload management and delegation skills.
- Sound leadership, interpersonal, project management and organisational skills
- Ability to interact professionally with clients at all levels
- Excellent oral and written communication skills, including strong command of English grammar
- Excellent presentation and facilitation skills
- Skilled in coaching leaders/managers, designing and facilitating personal and professional development programmes, team development and building relationships
- Ability to prioritise workload, meet deadlines and work well under pressure

#### HOW TO APPLY

All applications for employment 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: [hldbvi@gov.vg](mailto:hldbvi@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.

*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.*