

Vice President Human Resources

Sigma Corporate Services Company Limited serves the operating companies of Ascendant Group Limited, including Bermuda Electric Light Company Limited (BELCO), Bermuda Gas & Utility Company Limited and PureENERGY Renewables, Ltd. Sigma is pleased to invite applications from suitably qualified and experienced individuals for this position.

General Characteristics:

Reporting directly to the leader of SIGMA, this position partners strategically with the relevant Board Committees and the Senior Management Team of Ascendant to develop, promote, implement and support Ascendant Group's Human Resources strategy and initiatives thus contributing to bottom-line performance and successful employee relations.

The post holder will also provide direction to team members and hold them accountable for processes, procedures and practices.

Key responsibilities involve but are not limited to:

- Develop a Corporate strategic HR plan and individual subsidiary HR plans;
- Conduct workforce analysis to identify and reduce risk as it relates to human resources manpower planning, talent management and retention;
- Drive, lead and support key HR initiatives liaising with Senior Management and other stakeholders;
- Develop, implement and administer an integrated comprehensive compensation and benefits package;
- Ensure that the recruitment, employment and immigration process is efficient and appropriately reflects the Group's culture;
- Maintain good industrial and employee relations; Provide guidance to staff on all aspects of employee relations;
- Provide oversight for the Human Resources Information System (HRIS);
- Identify opportunities to realize efficiencies and greater consistency in key HR policy, processes and practices across subsidiaries;
- Monitor developments and changes in Government regulations as they pertain to HR;
- Monitor and analyze HR metrics, key processes and performance indicators and when necessary, recommend and implement continuous improvements;
- Develop, prepare and monitor capital and operational budgets for assigned areas.

Skills:

- Strong leadership and influence skills
- Superior interpersonal skills and ability to liaise with individuals, groups and other internal or external key business partners
- Strong analytical skills with ability to collect, collate and report on information and issues that affect the Company and Bermuda with respect to employment and related trends
- Excellent planning, organizational and time management skills
- Excellent communication skills with ability to provide comprehensive and succinct reports to Management and develop clear and comprehensive policies and procedures
- Proven ability to complete projects and work assignments within tight deadlines
- Strong Computer competency within a variety of software applications.

Job Knowledge & Education:

- Graduate degree in Behavioral Sciences within the Human Resources or Management or related field
- HR certification preferred
- In depth knowledge of employment related legislation and regulations (e.g. Employment Act, Human Rights Act, Immigration procedures, CURE, etc.)
- Working knowledge of Human Resources systems such as SAP, Great Plains, etc.
- Working knowledge of Microsoft Office suite of products and other computer applications
- In depth knowledge of Collective Agreements, union environment and labour relations

Previous Work Experience:

This is a position for a seasoned Human Resources professional who can lead a diverse HR team to achieve strategic objectives and provide operational support. Successful candidate would have had a minimum of ten (10) years' experience in a senior HR role with a minimum of five (5) years in a unionized environment. Candidate would have demonstrated a quantifiable experience in leading and managing teams, at a senior management level.

SIGMA is a drug, alcohol and smoke free environment and, as such, requires all applicants to successfully pass a pre-employment drug and alcohol screening prior to an offer of employment.

Application deadline: 25 November 2011

Apply to: Human Resources
P.O. Box HM 3392, Hamilton HM PX
E-mail: HR@ascend.bm

