

New Opportunity **Human Resources Manager**

BIOS seeks a hands-on motivated individual to manager and develop Human Resources services, policies and programs at BIOS. The applicant will be responsible for, but not limited to, the following tasks:

DUTIES/RESPONSIBILITIES

General - Ensuring that BIOS HR capabilities and needs are fulfilled on an ethical, confidential, timely, efficient and effective basis. Ensuring compliance with all applicable internal and external policies, practices and regulations relating to HR

Employment - Managing and developing competitive recruitment, training, performance management, career planning and compensation policies and practices

Employee Relations - 1) Managing and developing HR staff; 2) Managing and developing an onboarding process to socialize new employees with the necessary knowledge, skills, and behaviors to maximize their contribution to BIOS; 3) Ensuring that staff welfare and morale are maximized

Communication - Ensuring efficient and timely communication and cooperation between HR department and internal and external stakeholders, including management, staff, board members and government officials

Compensation and Benefits - Cooperating in a hands-on fashion with Finance and other colleagues to process payroll on a timely, reliable and confidential basis

QUALIFICATIONS

- Bachelor's Degree or equivalent in Human Resources and/or HR Certification (PHR or SPHR) through HRCI or equivalent
- Minimum of seven years' relevant leadership experience in HR management
- Knowledge of and experience in Bermuda employment best practices and regulations, including compensation, benefits, organizational planning and development, recruitment, employee relations, safety and training
- BIOS is a US not-for-profit organization and as such pays US taxes for its US employees. Knowledge of and experience with US taxes is preferred
- Excellent written and spoken communication skills and strong computer skills including Excel and accounting/payroll software, such as Abila MIP
- Other demonstrated skills should include interpersonal relationship building, employee coaching skills, lead and develop HR professionals and make and execute difficult HR decisions
- Demonstrated ability to serve as a trusted expert and ethical adviser to staff, management and board members

First preference will be given to Bermudians and their spouses.

No agencies please. Interested candidates should email or fax their applications including a Cover Letter, Resume/CV, three References and Salary requirements to:

HR Officer, The Bermuda Institute of Ocean Sciences (BIOS)

17 Biological Station, St. George's GE01, Bermuda

Email: HR@bios.edu or Fax: (441) 297-2222

Closing Date: 14th March, 2015

BIOS is an equal opportunity employer in a drug-free workplace and learning environment

BIOS is a U.S. incorporated 501(c)(3) not-for-profit marine research and education institute and Registered Bermuda Charity 116 employing a multi-national staff of approximating 80 people. www.bios.edu