

The Hamilton Princess & Beach Club is a symbol of luxury and service.
The Hotel embraces the future as the premier luxury travel destination in Bermuda.



HAMILTON PRINCESS

BERMUDA

HOTEL • BEACH CLUB • MARINA

BERMUDA'S LUXURY URBAN RESORT

**WE ARE ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS.
APPLICANTS MUST BE AWARE THAT IRREGULAR HOURS, INCLUDING SPLIT SHIFTS,
AND PUBLIC HOLIDAY WORK MAY BE REQUIRED.**

ASSISTANT DIRECTOR OF TALENT & CULTURE (HUMAN RESOURCES)

Summary of Responsibilities:

Reporting to the Director of Talent & Culture, responsibilities and essential job functions include, but are not limited to the following:

- Lead the day-to-day operation of the Talent & Culture Department by supervising a small team of T&C professionals, reviewing processes, managing T&C systems and reporting and assisting with department budget management
- Assist with assessing organizational needs, developing aligned human resource solutions and implementing strategies in the areas of recruitment, T&C operations and Employee / Labour relations that further enables Fairmont to be an employer of choice
- Lead the development and implementation of a comprehensive recruitment and onboarding strategy
- Oversee the administration of the compensation and benefit programme
- Working with Management, Colleagues and the Union, the successful candidate will be well versed in the areas of Collective Bargaining Agreement interpretation and administration, and will bring strong grievance management and mediation experience to the role
- Assist Departmental Leaders with the development of specific action plans to address issues and concerns identified in Colleague feedback
- Manage all aspects of the performance of T&C direct reports
- Promote, coach and assist in developing and supporting excellent Performance Management and Succession planning practices that demonstrate consistency throughout the hotel and in compliance with Fairmont standards

Qualifications:

- Must have at least 5 years human resources leadership experience, 3 of which must be at the managerial level, preferably in luxury hotel environment
- An undergraduate degree in Business, Human Resources Management, Industrial Relations or a related field or HR Certification is preferred
- Experience working in a unionized environment or employee relations experience is strongly preferred
- Comprehensive knowledge of and proven experience in administering and adhering to employment related legislation and regulations (e.g. Employment Act, Human Rights Act, Labour Relations Act, Immigration policy and procedures, Health & Safety Legislation)
- Proven experience in strategy development, implementation and management
- Proven effective problem solving skills are required
- The ability to work with a high level of discretion and confidentiality is required
- Must have excellent written and oral communication skills and the proven ability to interact with persons at all organizational levels in a multi-culturally diverse environment
- Proven multi-tasking experience, the ability to work independently using one's initiative in a results driven environment and the ability to work cohesively as part of a team are required
- Must possess a high degree of energy, professionalism, personal integrity and respect for diverse populations
- Must be highly computer literate in MS Word, Excel, PowerPoint and HR software

Apply online at

www.fairmontcareers.com

THEHAMILTONPRINCESS.COM

76 PITTS BAY ROAD, HAMILTON HM08 BERMUDA

Closing date for applications: Monday July 23rd 2018

