

Join a team who cares about excellence

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

EMPLOYEE RELATIONS MANAGER

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

As an objective third party, the Employee Relations Manager reports directly to the Director, Organizational Development and Culture. The Employee Relations Manager is responsible for promoting harmonious relationships with the trade unions, management and employees. Manages a range of activities relating to employees and labour relations, including employee personal issues that may impact them in the workplace.

Key responsibilities include:

- Administer, interpret and advise management on various collective agreements and acts as a liaison between department managers and union representatives
- Manages the relationship between BHB, employees and unions ensuring the organization is compliant with the Collective Bargaining Agreements (CBAs), BHB policies and employment legislation
- Works with managers and employees to create conflict resolution strategies to resolve disputes for improved employee relations, and to minimize job dissatisfaction prior to reaching a grievance stage
- Provides consultation and advice to managers and HR Department on all employee or labour relations matters and the employee progressive disciplinary process. Offers or facilitates additional training and development to managers to ensure effective employee and labour relations
- Supports Managers with the grievance process and facilitates a resolution within a reasonable time period ensuring that BHB services are not affected and to minimize potential costs or risks to BHB

Qualifications &/ Registration required:

- Bachelor's Degree in Labour Relations, Human Resources or other related field, but may be substituted by substantial work experience
- Minimum of five (5) years of progressive employee and labour relations experience
- Experience with Union negotiations or arbitration highly preferred
- Professional affiliation with a Human Resources Association, Bermuda Human Resources Association, SHRM Membership or Chartered Institute of Personnel and Development (CIPD) is desirable
- Provides advice, training and counsel to managers, shop stewards, and employees regarding HR practices, policies and collective agreements

Schedule: 35 Hours per week

ADVISOR, LEARNING & TALENT DEVELOPMENT

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

The Advisor, Learning and Talent Development is part of a team which works in partnership with all levels of BHB Management. This position provides advice and support to managers and staff.

Key responsibilities include:

- Partners with departments to identify and define any talent development and learning needs, aligning with the mandatory training policy and competency framework
- Designs, develops, and delivers training and development programs via multiple delivery modes including instructor-led, online learning, and self-study materials
- Undertakes assessments of the training programs to measure and report upon their effectiveness
- Conducts and analyzes skills assessments in order to develop (recommend development paths) and grow employees
- Cultivates relationships with internal and / or external partners to effectively promote, communicate and support Learning and Talent Development at BHB

Qualifications &/ Registration required:

- Bachelor's Degree in Human Resources, Training and Development or Educational Psychology or related discipline or equivalent work experience
- Minimum five (5) years of progressive experience in Human Resources, or Training Development
- Minimum of two (2) years of experience as a facilitator is desirable

Schedule: 35 hours per week

ADVISOR, ORGANIZATIONAL DEVELOPMENT

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

Under the leadership of the Director of Organizational Development & Culture, the OD Advisor will assist with orchestrating programs, initiatives and interventions that align strategy, culture, workforce engagement and business metrics. The successful candidate will play a critical role in achieving organizational strategic alignment and positively impacting the BHB work culture using various OD tools and techniques.

Key responsibilities include:

- Serves as an advisor in the business planning process, ensuring alignment between strategic plans, operational plans and employee performance appraisals
- Improves working relationships and team function through the sourcing and/or designing and facilitation of programs, initiatives, interventions, tools and processes that support departments
- Functions as a resource for engagement and information gathering using appropriate change management strategies that ensure successful and lasting change with a focus on sustainability and agility
- Aids in the design and promotion of the employee opinion survey and pulse surveys, analyzes and presents results where needed, and provides recommendations for next steps
- Provides internal coaching and support to Leaders and Managers
- Conducts assessments of operations and design, makes recommendations for change, designs and implements new structures and processes in collaboration with clients
- Works with stakeholders to assess organizational development (OD) issues by exploring root causes and performance gaps and supporting the implementation of improvements
- Builds an organizational culture that drives employee engagement

Qualifications &/ Registration required:

- Bachelor's Degree in Organizational Development, Organizational Behaviour, Industrial and Organizational Psychology, Business, Human Resources, Change Management or related discipline or equivalent work experience
- Minimum of five (5) years of progressive experience in Strategic Human Resources, or Organizational Development is required

Schedule: 35 hours per week

Closing date for all applications is: December 11, 2018. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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