

Career Opportunity—Human Resources Manager

As an independent regulatory body, the Regulatory Authority of Bermuda, promotes fair business practice, protects consumers and industry stakeholders and encourages innovation and integrity in the Electronic Communications and Electricity sectors.

Reporting to the Chief Executive, the Human Resource Manager, assists the Chief Executive and Department Heads with the strategic alignment of human resources to meet the Authority's operational needs. Main responsibilities include, managing the recruitment and selection process, leading the on-boarding process for new hires, advising the Chief Executive and Staff, on the interpretation and application of the Employment Act 2000, Human Rights Act 1981, Labor Relation Act 1975, the Authority's employee manual, and HR policies and procedures.

Additional responsibilities include but are not limited to, preparing and reviewing job descriptions, conducts analyses and prepares reports for the Chief Executive, monitors the effectiveness of HR policies and brings forward recommendations for revisions, ensures that all performance appraisals and training and development plans are completed as per the HR planning cycle. Provides support related to employee relations, disciplinary matters, grievances and job performance and succession planning. Liaises with the Financial Controller and Head of Administration for monthly payroll processing and external benefit providers, when necessary.

The position requires an individual who has five years of direct human resource experience in the private or public sector and has a proven track record as a human resource leader, who has the ability and foresight, to take the organisation to the next level of excellence. The individual will have strong human resource management acumen and the ability to advise and support, on how to performance management people to be their best. The ability to work at both the strategic and tactical levels is required, as well as taking the initiative to find solutions and resolve issues.

The preferred candidate will have a bachelor's degree in human resource management or a related field, from an accredited institution. A Master's degree in human resource management or business administration is considered an asset. The candidate must be an excellent listener, be adaptable, have strong organisational and interpersonal skills, excellent time and task management skills and works well in a fast-paced environment with minimum guidance. Must be extremely proficient in Outlook, Microsoft Word, PowerPoint and Excel. Experience with human resource management software is considered asset.

If you meet the experience and education requirements, and wish to be considered for the position, please submit your cover letter and CV to responses@rab.bm. The Regulatory Authority wishes to thank all those that apply, but only the applicants selected for an interview will be contacted.

Applications will be accepted until 11:59 pm, Tuesday, June 11, 2019.