



EMPLOYMENT OPPORTUNITY AT BHS

BHS, an International Baccalaureate School based in Bermuda, is an all-girls school from the Early Years Programme to Year 11 and offers an IB co-ed programme in Years 12 and 13 (IB1 & IB2). The School offers the International Primary Curriculum, the English National Curriculum through Key Stage 1-3, the (I)GCSE curriculum in Years 10 and 11, and the IB Diploma and Courses in the final two years of the School. Students may also sit the SAT examinations in IB1/IB2.

At BHS we focus on the balanced learner, providing extensive opportunities for advancement in academics, the arts, athletics, STEAM, community service and leadership development. BHS promotes a student-centred approach to pedagogy and learning.

HUMAN RESOURCES MANAGER

Reporting to the Head of School, the Human Resources Manager will establish, lead and direct the routine functions of the Human Resources (HR) department including recruitment, compensation, benefits, performance management, immigration and employee relations.

Duties/Responsibilities:

- Develops a strong understanding of organizational structure, culture and strategy in order to develop and implement HR programs and processes that are aligned with leading HR practices as well as the values and objectives of the School.
- Partners with the leadership team to understand and execute the School's human resource strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to the Head of School, management, and other employees when complex, specialized, and sensitive questions and issues arise.
- Manages the talent acquisition process, which may include advertising, recruitment, interviewing, hiring and onboarding; collaborates with departmental managers to understand skills and competencies required for vacancies.
- Assists with the work permit application and relocation processes.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive compensation to ensure the organization attracts and retains top talent.
- Creates and manages an effective performance management system reflective of leading practice for setting objectives and providing constructive feedback.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees including working with all new employees to ensure the Bermuda Teacher Licensing requirements are completed.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with employment laws and regulations, recommended best practices and reviews the handbook, policies and practices to maintain compliance.

Required Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and extreme confidentiality.
- Thorough knowledge of Bermuda employment-related laws, immigration policies and regulations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Professional HR designation highly desired (PHR, SPHR, SHRM-CP, SHRM-SCP etc.)
- Eight years of progressive Human Resources experience with a minimum of five years at the management level preferred.
- Prior experience working in an educational institution would be an asset.

All applicants for the above post are asked to provide the following information: Post applied for, full name, date of birth and nationality, full details of Secondary and Higher Education with dates, full qualifications with dates, full details of experience and **three** written professional references with their contact information. One of these references should be from a supervisor at the current place of employment. The successful candidate will be expected to provide a recent Police background check and complete SCARS training in order to demonstrate that they may work in an organisation involving children. BHS is an equal opportunity employer.

Applications should be sent to:

Mrs. Linda Parker
Head of School
The Bermuda High School
19 Richmond Road
Pembroke HM 08

Or by E-mail to: recruitment@bhs.bm

Closing date for applications: October 9th, 2020