



Bermuda Health Council

BHeC

CORPORATE OFFICE MANAGER

The Corporate Office Manager leads in the management of day-to-day operations of the BHeC. Under the direction of the CEO, the post-holder leads all aspects of office and facility operations, manages human resources, coordinates financial management, implements internal policies, programmes and procedures, and assists with the implementation of BHeC strategic initiatives.

Responsibilities

- Oversees operational resources and functions, in particular: Office Operations, Human Resources, Facility Management, Finance, Information Technology, and Telecommunications
- Manages BHeC budget, income collection, office expenditure, and procurement process
- Manages complaints and queries process
- Coordinates actuarial review process
- Coordinates health insurer licensing process
- Designs and maintains office policies, standards, services and operations
- Contributes to communications function
- Manages Corporate Office team
- Manages contractors to ensure value for money, and compliance with BHeC Financial Instructions
- Manages relationships with external stakeholders and consultants
- Plans and implements projects and submissions to CEO for the Council
- Participates on Council committees as required
- Any tasks as designated by CEO

Qualifications

- Post-graduate degree in a management, human resources, legal or health-related field
- Minimum three years post qualification experience in administration or programme management

Key Knowledge, Skills and Abilities Required

- Technical and analytic capabilities in business processes and policy development
- Excellent communication and interpersonal skills, and highly developed writing skills
- Knowledge of Bermuda's health sector and/or health insurance
- Proven ability to influence individuals and manage people and contractors
- Excellent organisational skills and ability to prioritise among competing tasks

Salary range \$92,096 to \$109,430

Interested persons should apply in writing, enclosing a detailed resume and cover letter to:

C/O Performance Solutions Ltd.,
Suite 283, 12 Church Street, Hamilton HM 11
Telephone: 232-5270 /Fax: 232-9491/Email: hr@psolutions.bm
Closing date: August 29, 2011

The Bermuda Health Council is a Quasi-Autonomous Non-Governmental Organisation (QUANGO) with responsibility for regulating, coordinating and enhancing health services in Bermuda. Established by the Bermuda Health Council Act 2004 and BHeC has been in place since 2006. Key aspects of BHeC's purpose are to ensure public access to essential health services under the Health Insurance Act 1970, regulate health services, businesses and professionals, regulate the price of prescription drugs, license health insurers and health service providers, and advise the Minister of Health.