

JOB DESCRIPTION

JOB TITLE: Deputy Director – Human Resources
SERVICE LINE: Human Resources
REPORTS TO: Port Director
DATE CREATED: 5 May, 2016
DATE MODIFIED: 27 February, 2017

JOB SUMMARY

The incumbent is responsible for providing leadership in developing and implementing human resources (HR) strategy in support of the overall business plan and strategic direction of the Port Authority of the Cayman Islands (PACI), specifically in the areas of change management; performance management; talent management – attract, recruit, develop and retain talent; and compensation and benefits. The incumbent provides strategic leadership by articulating HR needs and plans to the management team and the Board of Directors as required.

ROLE & RESPONSIBILITIES

Strategic Management

- Oversees the strategic direction of the HR department and organisational development programmes, and ensures alignment with PACI's mission, vision, values, and organisational goals and objectives
- Leads the development of strategic department goals, objectives and systems

Financial, Operational and Human Resources

- Participates in the development and implementation of strategic and business plans, and goals and objectives
- Develops and implements comprehensive people programmes to include: talent acquisition and retention, development, performance management, compensation and benefits, succession planning, culture development and organisational transformation
- Collaborates with other departments for effective recruitment and orientation of employees
- Takes responsibility for ensuring that the performance management system being used is appropriately linked to employee's performance goals and compensation, and that management and employees fully understand the process and requirements
- Collaborates with other departments to identify key capabilities needed from employees to deliver business objectives. Assess current talent against the criteria and then create development programmes to leverage strengths and address skills gaps
- Continually assesses the employee relations climate throughout PACI and ensures cultural alignment through proactive employee relations and internal communications programmes
- Investigates and develops recommendations regarding employee relations procedures, issues and cases, such as grievances, disciplinary actions, HR policies, and contract application and interpretation
- Directs and participates in the investigation of employee complaints
- Provides oversight and input to the payroll process and benefits administration procedures, and makes recommendations on annual adjustments in compensation
- Ensures that the organisational design of PACI contributes efficiently to the achievement of PACI's goals and objectives in an efficient and cost effective manner
- Maintains a thorough understanding of the Cayman Islands legislation relating to HR, including the Labour Law, Immigration Law, Pensions Law and Public Service Management Law (and Regulations)
- Ensures compliance with various policies, procedures, legislation and regulations
- Acts as a representative of PACI in any correspondence and dealings with the Department of Labour
- Maintains and manages PACI business staffing plan (where necessary)
- Manages PACI on-boarding and orientation process, and ensures that the employee handbook and policy manuals are accurate and up-to-date
- Manages the HR Information System
- Keeps up-to-date with global and industry best practices and trends in HR management
- Participates in and attends meetings on the direction of the Port Director

- Assists in preparing, justifying and administering department's HR and Training budget
- Provides input to management on establishing appropriate Key Performance Indicators (KPI), and is responsible for analysing and measuring the department's performance
- Assists in pre/post natural disaster activities
- The incumbent may be required to perform other duties as directed by the Port Director
- Undertakes any reasonable training that is required to perform as business needs change, including training for current or new duties as well as the periodic reassessment of existing certifications

Communication

- Collects and disseminates information appropriate to the furtherance of PACI's goals and objectives
- Collaborates with other departments on cross-department initiatives
- Holds meetings with managers on a routine basis and as required
- Provides leadership and effective communication to management, employees, and other stakeholders
- Manages employee communication and feedback through such avenues as company meetings, suggestion programmes, employee satisfaction surveys, newsletters, employee focus groups, and one-on-one meetings

QUALIFICATIONS & EXPERIENCE

- A Bachelor degree from a recognised college or university with a major in human resources, psychology, management, or business administration. A Master degree is preferred
- A professional HR accreditation such as Senior Professional in Human Resources (SPHR) or equivalent
- At least seven (7) years HR experience with at least three (3) years of relevant management level experience sufficient to demonstrate the ability to meet the demands of the position

PREFERRED SKILLS

- Advanced analytical, research, problem solving, decision making, time-management and interpersonal skills
- Proven leadership and strategic thinking skills
- Excellent negotiation skills and ability to influence
- Excellent verbal and written communication skills including business writing, report preparation and public speaking skills
- A strong understanding of financial reporting and budgeting
- A high level of maturity, professionalism, initiative, and ability to maintain confidentiality
- Ability to succeed in an environment of pressing deadlines and changing conditions
- Ability to develop and implement comprehensive people programmes, including talent acquisition and retention, development, performance management, compensation and benefits, succession planning, culture development and organisational transformation
- Proficient in Microsoft Office suite

Attributes

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

ASSIGNMENT & PLANNING OF WORK

The incumbent must have the initiative and drive to identify areas that require attention, the ability to work independently with minimal input from the Port Director, and the ability to plan his/her own work and the department's work to meet targets and deadlines.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).
- The incumbent is directly responsible for the supervision of the HR Manager.

WORKING CONDITIONS

Environment

Work is performed primarily in a standard office environment with occasional travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 8:30am – 4:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Travel to other locations using various modes of private and commercial transportation is occasionally required. The incumbent must verbally communicate to exchange information.

Vision

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.