



TRANSPORT BOARD  
**VACANCY**  
HUMAN RESOURCES MANAGER

**The Opportunity**

The Transport Board invites applications from suitably qualified and experienced individuals to manage the Human Resources function through the development, implementation and maintenance of effective HR policies, procedures, strategies and systems.

**Responsibilities Include:**

- Strategically leads the human resources functions and ensures operational efficiencies in Employee Relations, Talent Management and Leave & Benefits.
- Designs orientation programmes for new hires to ensure congruence with the organisation's strategic focus and goals.
- Prepares annual training plans and activities.
- Leads negotiations with worker's representatives on all conditions of service.
- Develops and administers company-wide performance appraisal systems.
- Prepares and presents, when required, information on the organisation's HR and Industrial Relations performance to the Board of Directors.
- Prepares timely monthly departmental and all other reports as required.
- Establishes and maintains a good working relationship with staff, workers' representatives and all stakeholders.
- Assist the Finance team with the preparation of annual emoluments.
- Any other duties as required by the Chief Executive Officer.

**Knowledge, Skills & Abilities:**

- Excellent interpersonal, written and communications skills.
- Strong leadership capabilities, administrative and interpersonal skills.
- Exceptional problem-solving skills.
- Good understanding of HR policies and practices
- Excellent interpersonal, written and presentational communications skills.
- Flexibility and adaptability to evolving requirements.
- Strong negotiator.
- Strong team player with excellent communication skill.
- Ability to work under pressure and to meet tight deadlines.

**Qualifications and Experience required:**

- A degree in Human Resources Management; Industrial Relations or related field.
- At least five (5) years' experience in managing HR functions with a staff complement of 350 or more employees.
- Experience managing in a highly unionised organization is a must.
- A professional HR designation would be an asset.
- Good understanding of public service management policies and procedures would be an asset.

**Remuneration:**

The salary for this position is at the level of a Head of Department in the organisation and includes an attractive benefits package.

**Deadline:**

Applications along with Curriculum Vitae must be submitted no later than **4:30 p.m. on Friday, April 28th 2023** to:

**THE CHIEF EXECUTIVE OFFICER**  
Transport Board, 'Weymouth', Roebuck Street, St. Michael