

JOB DESCRIPTION

Job Title	Assistant Manager - Talent Acquisition & Employee/Industrial Relations	Job Reference No.	
Department	Human Resources and Corporate Services	Created/Revised	October, 2021
Reports to	Assistant Vice President Human Resources & Corporate Services	Staff Supervised	0

Type of position:	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern	
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AREA OF RESPONSIBILITY

Recruitment & Selection

- Coordinate with hiring managers to identify staffing needs in different areas and departments
- Determine selection criteria for candidates by liaising with hiring managers
- Source applicants through multiple sources including online channels, such as LinkedIn and other professional networks
- Create and update job descriptions and interview questions that reflect the requirements for each position
- Identify and select the most suitable talent from available candidates
- Plan interview and selection procedures, including screening calls, assessments, and interviews
- Assess candidates' information, including C.Vs., portfolios and references
- Organize and attend job fairs and recruitment events (e.g. UWI WOW) to build a strong candidate pipeline and enhance the company's brand as an employer of choice
- Ensure the complete preparation of employee files for all new hires in keeping with the relevant AML /CFT guidelines.

Employee Onboarding

- Design and manage an employee onboarding program that build new employee's understanding of the company, its policies, procedures, and culture.

Performance Management

- Lead, plan and coordinate the Company's annual Performance Management process to facilitate the organisation achieving its strategic objectives.
- Ensure the company's process and required documentation is completed for all employee performance records in keeping with local labour legislation.

Industrial Relations

- In collaboration with the Company's IR Consultant and AVP HR, oversee all disciplinary investigations/procedures/matters, conduct research, maintain records, attend meetings, and take minutes, and prepare all correspondence according to proper Industrial Relations standards, including recommending appropriate disciplinary action.
- In collaboration with the Company's IR Consultant and AVP HR, facilitate grievance dispute resolution, processes and track grievances, and proactively advise managers on possible resolutions to issues.
- Review employee performance to identify strategies for gap closure and development. This includes providing training, coaching and mentoring opportunities so that leaders are fully competent to achieve the departmental objectives.
- Advise people leaders and employees, at all levels, in the development, application, interpretation, documentation and monitoring of Industrial Relations policies and procedures to ensure compliance with the company's policies and good Industrial Relations practice.
- Conduct ongoing research into emerging trends, issues and best practices related to Industrial Relations/Employee Relations.

HR Data Management

- Organising, auditing, cleansing, and maintaining HR data on the employee dashboard
- Updating employee electronic records and providing the necessary reports to the parent company as requested
- Delivering high quality and accurate HR data to authorised personnel as requested

SKILLS REQUIREMENTS

- Sound knowledge of Employment laws and practices
- Work experience in talent acquisition
- Excellent interpersonal and communication skills
- Excellent organizational skills
- Attention to detail
- Excellent relationship building skills
- Ability to operate proficiently in a complex and dynamic work environment
- Strong 'Team' orientation
- Strong customer orientation

EDUCATION, EXPERIENCE KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration, Management or a related field from an accredited and approved institution
- A Master's Degree in Human Resource Management or related discipline would be considered an asset
- Minimum of four (4) years' experience in Industrial Relations
- Minimum of 4 years' experience working in Talent Management/Performance Management
- Minimum of 4 years' experience in Recruitment & Selection techniques and processes (interviewing etc)
- Functionally proficient in Microsoft Office Suite-- MS Word, PowerPoint, Excel and Outlook
- * Provision of proof of vaccination inclusive of COVID-19 vaccine(s) and booster shots as applicable.