

Cayman Islands National Attractions Authority

Pedro Castle Road, Savannah
PO Box 305, KY1-1501
Grand Cayman, Cayman Islands



Job Description

Job Title: HR Business Partner

Agency: Cayman Islands National Attractions Authority

Salary Grade: J \$67,260 - \$88,248 per annum

Reports to: Director of the Cayman Islands National Attractions Authority (CINAA)

Hours of work: 37.5 hours per week

1. Job Purpose:

The HR Business Partner provides professional leadership and direction for all human resources functions across the Cayman Islands National Attractions Authority (CINAA). The post holder will manage both strategic and operational HR responsibilities, ensuring that CINAA attracts, develops, and retains a capable and motivated workforce. The role requires sound HR judgement, a proactive approach to workforce planning and policy compliance, and the ability to serve as a trusted partner to the Director and management team.

The HR Business Partner will foster a positive work culture and ensure that policies and procedures are consistently applied across all sites.

2. Dimensions:

- **Staff Complement:** The HR Business Partner oversees HR activities for approximately 40 employees across multiple sites under the Cayman Islands National Attractions Authority, including Pedro St. James, Queen Elizabeth II Botanic Park, Cayman Craft Market, and the Hell Geological Site.
- **Sites:** Supports HR operations across the organisation's four major tourist sites, ensuring staffing and HR practices are consistent across these locations.
- **HR Systems:** Responsible for maintaining consistency in HR practices across sites through the effective use of BambooHR as the central HR information and management system.

- **Reporting Relationship:** Reports directly to the Director of CINAA and provides strategic and operational HR support to site managers and supervisors.
 - **Budget and Resources:** Contribute to the preparation and monitoring of the HR-related budget and are responsible for ensuring cost-effective use of HR resources and systems.
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3. Principal Accountabilities:

#	Duties and Responsibilities	%
1.	Strategic Human Resource Management • Lead the development, review, and implementation of HR policies, ensuring alignment with applicable legislation and CINAA's objectives while meeting the organisation's staffing needs. • Create and maintain CINAA's HR policies, ensuring compliance with applicable labour laws and government regulations. • Provide professional advice to CINAA's Director and management on HR matters, including workforce planning, talent management, and organisational structure, to ensure the sustainability of the organisation. • Advise the management team on best practices in HR, contributing to the overall strategic direction of CINAA. • Work to ensure high levels of employee engagement across CINAA by promoting open communication, recognition, collaboration, and a positive organisational culture that supports performance and retention. • Foster a work culture that values accountability, respect, and performance excellence.	30
2.	Recruitment and Onboarding • Manage the full recruitment lifecycle, including preparing job descriptions and advertisements, managing the selection process and coordinating onboarding and orientation. • Ensure fair, transparent, and timely recruitment practices in compliance with the Labour Act and Public Authorities Act. • Develop and deliver a comprehensive onboarding program for new employees, ensuring they are familiar with the CINAA's culture and policies.	20

3.	Employee Relations and Compliance • Serve as the main point of contact for employee relations matters, including grievances, discipline, and workplace disputes. • Provide guidance and support to managers to ensure consistent application of the Labour Act, the Public Authorities Act, and other relevant acts and regulations, including HR policies and procedures. • Maintain accurate employee records, including contracts, leave, performance appraisals, and training certifications to ensure compliance with data protection and public sector regulations.	20
4.	Training and Development • Coordinate staff training programmes and professional development initiatives to build organisational capability and improve employee performance, and to support the organisation's goals. • Support managers in setting objectives, conducting appraisals, and identifying training needs, and ensure staff are given opportunities for professional development. • Track learning and development activities and performance review outcomes, ensuring that mandatory training is completed.	15
5.	Performance Management • Oversee the annual performance review process, ensuring all staff appraisals are completed accurately and on time. • Work with managers to identify areas for employee improvement and provide guidance on performance-related issues. • Establish key performance indicators (KPIs) for HR-related activities and track their effectiveness.	10
6.	HR Administration • Oversee HR administrative tasks such as leave management, employee benefits, and payroll coordination in collaboration with the finance department. • Maintain accurate records of all HR transactions and ensure data privacy is maintained.	5

4. Organisational Chart:

Refer to CINAA Organisational Chart (2025) Revision

5. Background Information:

The Cayman Islands National Attractions Authority (CINAA) was established under the Cayman Islands National Attractions Authority Act, 2023 (Act 8 of 2023) on 1 June 2023. This Act repealed and replaced the Tourism Attraction Board Act, 1996.

CINAA's purpose is to enhance and diversify Cayman's tourism product by offering high-quality attractions that display Cayman's culture, history, geology, flora, and fauna. The Authority provides effective leadership and skilled management to ensure the sustainable operation, preservation, and growth of these sites.

CINAA oversees four national attractions, each offering a unique contribution to the Cayman Islands:

- **Pedro St. James** – the oldest stone building in the Cayman Islands and the "Birthplace of Democracy," preserving and interpreting Cayman's political and social history.
- **Queen Elizabeth II Botanic Park** – home to native and endemic species, including conservation programmes such as the Blue Iguana facility, promoting environmental awareness and biodiversity protection.
- **Cayman Craft Market** – showcasing local artisans, traditional craftsmanship, and authentic Caymanian cultural expressions.
- **Hell Geological Site** – a distinctive natural attraction featuring ancient ironshore formations that highlight the islands' geological heritage.

Together, these attractions reinforce CINAA's mission to educate residents and visitors, support sustainable tourism, and protect the Cayman Islands' heritage for future generations.

6. Knowledge, Experience, and Skills:

- Bachelor's degree in Human Resources Management, Business Administration, or a related discipline.
- A minimum of five (5) to seven (7) years of HR management experience, including at least three (3) years in a supervisory or advisory capacity.

- Strong knowledge of the Cayman Islands Labour Act and related legislation, as well as HR best practices.
 - Proficiency in HR systems (preferably BambooHR) and Microsoft Office Suite.
 - Excellent interpersonal communication and problem-solving skills, with the ability to handle sensitive situations with discretion.
 - Demonstrated ability to balance strategic and operational responsibilities effectively.
 - High ethical standards and strict confidentiality in all HR matters.
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7. Assignment and Planning of Work:

The post holder will:

- Work closely with the Director of CINAA and managers, but must also operate independently in managing day-to-day HR functions.
 - Plan and assign HR activities such as recruitment, training, and performance management while adhering to established deadlines and priorities.
 - Proactively manage the workload by anticipating the needs of the organisation, such as upcoming recruitment or employee development needs.
 - Establish work plans that align with the strategic objectives of CINAA, ensuring that key HR initiatives are implemented on time and within budget.
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8. Supervision of Others:

Directly supervises HR Officers (if applicable) and provides guidance and support to CINAA managers on HR-related matters, without direct supervisory authority.

9. Other Working Relationships:

The post holder will have regular, frequent contact with individuals from other tourism-related sectors to achieve the organisation's objectives effectively. He or she will also liaise with CINAA's health insurance and pension providers, the Ministry's HR team, and the Portfolio of the Civil Service. He or she will, on occasion, interact with the CINAA Board.

10. Decision-Making Authority and Controls:

The HR Business Partner will have the authority to make decisions on HR-related matters in accordance with CINAA policies and relevant government regulations, and as delegated and outlined by the Director.

11. Problems/Key Features:

- The HR Business Partner will be required to navigate a diverse, multi-site organisation and address HR challenges unique to managing staff across various tourism locations. As the position is primarily based at Pedro St. James, the HR Business Partner must also ensure that employees at all other sites receive adequate attention and support through regular engagement and effective communication.
 - Ensuring compliance with multiple layers of government regulations, such as the Labour Act and CINAA-specific policies, can present challenges that require careful interpretation and application.
 - Managing conflicting priorities between operational needs and HR strategic goals will require him/her to balance day-to-day issues with long-term initiatives effectively.
 - He/she must balance the need to maintain employee morale and retention while ensuring that performance management and disciplinary processes are applied consistently and fairly across the organisation.
 - As a one-person team, the HR Business Partner will need to be highly organised, proactive, and capable of managing multiple priorities independently while maintaining a high standard of professionalism and accuracy.
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12. Working Conditions:

Standard office environment with occasional requirements to visit CINAA sites and meet with staff across various locations.

The standard working hours are 7.5 hours per day; however, the HR Business Partner may be required to work additional hours during peak or busy periods.

	Agreed By:	Date:
Director		
Job Holder		