JOB DESCRIPTION

JOB TITLE:	Senior HR Officer – Talent Management
SERVICE LINE:	Human Resources
REPORTS TO:	Human Resources Manager
DATE CREATED:	January 18, 2024
DATE MODIFIED:	January 18, 2024

JOB SUMMARY

Senior HR Officer – Talent Management is an HR professional responsible for sourcing, identifying, screening, and hiring candidates through various channels for various roles whilst following the legislation of the Cayman Islands, and the initiatives and recruitment strategies and policies of the Port Authority of the Cayman Islands ("PACI"). The Senior HR Officer – Talent Management creates and prepares advertisement of required recruitment posts, plans interviews, is involved in the selection procedures and processes, hosting or participating in career events, and managing the scholarship and internship programs within PACI. The postholder will also provide support to the Human Resources Manager and wider management teams and its employees by recruiting new hires and conducting on-boarding/off-boarding procedures, and other duties as it relates to ensuring an effective transition process for all.

RESPONSIBILITIES

Recruitment Activities

- Administration through the entire employee life cycle from on boarding to off boarding;
- Managing the recruitment activities of the PACI;
- Providing supervision and support to the HR Department in carrying out the daily HR roles and functions as required for the Manager when the Manager is on leave;
- Coordinates with the HR manager and departmental managers to identify staffing needs;
- Assisting the HRM to forecast quarterly and annual hiring needs by department as a part of the PACI's strategic planning;
- Determining, refining and implementing existing and new selection criteria and procedures;
- Sourcing potential candidates through various channels (e.g. internal recruitment, professional recruitment networks/agencies, news outlets etc.);
- Creating interview questionnaires that reflects each position's recruitment requirements;
- Planning, scheduling and executing interviews and selection procedures;
- Assessing/screening and verifying candidates' information;
- Liaising with the Security department to conduct background checks;
- Leading employer branding initiatives;
- Overseeing employee orientation and training initiatives;
- Organizing and leading job fairs and recruitment events;
- Fostering long-term professional relationships with past applicants and potential candidates;
- Following up on new employee progress and liaising with the training and development specialist to consider recommendations for additional development initiatives and action steps;
- Assists in any area and task necessary for pre/post potential natural disasters as it related to HR;

- Undertaking any reasonable training that PACI may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Striving to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis;
- Ensuring compliance to all policies, procedures, Standard Operating Procedures ("SOP"), with recommendations for action and continuous improvement;
- Supporting the introduction of talent-related programs or processes with appropriate change management initiatives;
- Keeping abreast of current/ trending recruitment/ HR practices;
- Keeping abreast of current legislation to ensure compliance of PACI's policies and best HR practices;
- Deliver excellent service in line with the recruitment/ HR processes and ensuring service level agreements are achieved;
- Contributing to wider projects and initiatives on an ad-hoc basis; and
- Any other tasks assigned by the HRM.

Job Description Writing & Job Advertisement Publications

- Assisting with job description modifications and accuracy.
- Researching and designing job descriptions/ job adverts based on the complexity, scope and level of responsibility of each independent position.
- Listing job duties that reflect the position requirements and ensuring they are not based upon the capabilities of any one individual.
- Include explanatory phrases which tell why, how, where, or how often the tasks and duties are performed.
- Focus on the outcome of tasks.
- Identifying areas of direct or indirect accountabilities.
- Proofread and edit job descriptions and job adverts before submission.
- Preparing well-structured drafts and submitting completed versions to the HRM for revision and approval.
- Coordinating with external service providers and design teams to illustrate and publish articles.
- Ensuring all-around consistency (style, fonts, images and tone).

Employee Relations

- Resolving complex, moderate-risk employee relations issues; escalating these to senior team members, as appropriate.
- Responding to queries and providing advice and support to managers and employees.
- Ensure the HRIS is updated with relevant changes (e.g., salary changes, job title changes, policies, transfers, etc.).
- Ensuring all employee emergency contact information remains current and up to date.
- Communicating policies pertaining to Human Resources, compensation, and benefits to employees.
- Conducting exit interviews.
- Collecting and analyzing employee data; using data to create employee profiles.
- Assisting with organizing and update employee files.
- Adhering to regulatory standards.
- Assisting employees with HR related queries.
- Managing HR records and provide detailed reporting and analysis.
- Involvement in HR projects and initiatives; other HR tasks and duties, as directed.

QUALIFICATIONS

- Bachelor's degree with a major in public or business administration, human resources, teaching or related field.
- HR related certification(s) or equivalent obtained from CIPD or SHRM would be advantageous.

- Minimum of seven (7) years working experience in a human resources industry specifically within recruitment and employee relations.

PREFERRED SKILLS

- Proficient in Microsoft Office Applications
- Familiarity with human resources practices.
- An understanding of all relevant legislation, policies and procedures with the industry and jurisdiction.
- Theory, principles, practices and techniques of talent acquisition.
- Research methods and data analysis techniques.
- A keen understanding of the differences between various roles within organizations.
- Principles and practices of business communication.
- Excellent verbal and written communication skills.
- Use technology to develop presentation and instructional materials and aids as necessary.
- Presenting proposals and recommendations clearly, logically and persuasively.

PERSONAL ATTRIBUTES

- Reliable, adaptable and willing to assist where necessary.
- Proactive, data-driven and possesses excellent interpersonal skills to establish strong and professional relationships.
- Attain the ability to get along with staff from different levels within the organization.
- Courteous and conducts oneself in a professional manner at all times.
- Detailed oriented, diligent and dependable.
- Ability to handle sensitive data in a confidential manner at all times.
- Self-starter and able to use sound judgment.
- Ability to work effectively both within a team and autonomously and contribute to a positive team environment.
- Values are compatible with Port Authority culture.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as indicated on PACI's Organizational Chart, as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).

WORKING CONDITIONS

Environment

This is a full-time position and work is performed primarily in a standard office environment with occasional travel to different sites. Standard days and hours of work are weekdays 8:30am – 5:00pm. The postholder may be required to work long hours, weekends and/or public holidays and travel 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 prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the postholder 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. The postholder 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

Hearing in the normal audio range with or without correction is required. Frequent use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with co-workers, monitor equipment performance, and give/receive instructions.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the postholder of such change(s) within a reasonable time frame after the review.

AGREED BY:

Jobholder (CAPITALS): _____

Signature: _____ **Date: _____**

Manager: _____ **Date: _____**

Port Director: _____ **Date: _____**