



## POSITION ANNOUNCEMENT

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| <b>JOB TITLE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Vice President for Human Resources</b> |
| <b>TYPE OF VACANCY:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Senior Management</b>                  |
| <b>DEPARTMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Human Resources</b>                    |
| <b>REPORTS TO:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>The President</b>                      |
| <b>SUMMARY:</b> <p>The University of The Bahamas was chartered on November 10<sup>th</sup>, 2016. Prior to this, the institution was recognized as The College of The Bahamas which was established in 1974. The University is the national higher education institution of The Commonwealth of The Bahamas. With an enrolment of approximately 5,000 students, The University offers graduate and undergraduate degrees. The University employs approximately 600 persons.</p> <p>The Vice President, Human Resources, is responsible for providing creative vision, inspired leadership and strategic management for all human resources functions in support of the University's mission and strategic plan. The Vice President provides leadership in setting goals and analyzing ways to raise standards, increase quality of efforts and improve overall performance of the Human resources function at the institution.</p>                                                                                                                                                                                                                                                                      |                                           |
| <b>DUTIES &amp; RESPONSIBILITIES:</b> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>• Provide leadership and coordination in the recruitment, selection, assignment, orientation, evaluation, retention and dismissal of administrators (other than Vice Presidents), faculty and staff;</li><li>• Ensure compliance with the University policies, procedures, contracts and collective bargaining agreements;</li><li>• Facilitate records management and oversee the administration of compensation and benefits;</li><li>• Recommend, develop and implement human resources policies, strategies and procedures;</li><li>• Facilitate the development and systematic review of policies and procedures manuals and handbooks and communicate changes in human resources policies to all affected stakeholders in a timely manner;</li><li>• Oversee the management of HR information on the University's website and all online HR resources;</li><li>• Develop and implement training programmes with an emphasis on productivity and standards, goal attainment, leadership training and development, supervisory skills, job performance and personal development;</li></ul> |                                           |



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- Work with senior administrators in the production and update of an institution-wide Succession Plan;
- Investigate employee grievances/complaints for the purpose of reaching resolutions that promote a healthy work environment;
- Develop and implement information management and reporting systems and recommend improvements in the use of IT systems for HR management;
- In conjunction with instructional planning, collect and analyze data to develop recommendations for compensation benchmarking and analysis and the ongoing review and evaluation of market competitiveness of wages and benefits;
- Prepare reports and metrics for critical analyses of the HR function;
- Plan and develop an operational budget and monitor expenditures and operations;
- Formulate with key stakeholders long and short-range human resource departmental goals, including the implementation of HR goals and objectives of the strategic plan and other planning documents and processes to improve the overall operation and effectiveness of the institution;
- Advise the President, Senior Administration and Middle Management on HR matters and issues including professional development and training; employee recognition; promotion, compensation and benefits; industrial relations; disciplinary actions; performance assessment, management and improvement; collective bargaining agreements;
- Liaise with the General Counsel on legal matters relating to Human Resources Management and Administration and provide human resources support to the Board of Trustees, Administrative Council and Search Committees, as appropriate;
- Perform other duties as assigned to advance the mission and vision of The University.

### **Supervision**

- Supervise and evaluate the performance of Human Resource staff;
- Facilitate the cross-training of Human Resources staff to ensure departmental and position functional continuity and internal controls.

### **QUALIFICATIONS:**

- An earned master's degree in Human Resource Management or Public Administration or a related field from an accredited institution;
- At least five (5) years of work experience at a leadership level in human resources in a complex organization, preferably in higher education; and
- Applicable human resources certification and training.



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### **SKILLS AND ABILITIES:**

- Experience in a demanding managerial position with excellent ability to solve problems, handle details and organize information;
- Experience with budgeting and financial planning, budget accountability, financial responsibility;
- Commitment to the establishment of an open and supportive management environment to foster excellence in the delivery of services;
- Ability to motivate staff and other stakeholders in cooperative efforts to support the vision, mission and strategic plan of the institution;
- Demonstrated knowledge of and experience applying best practices within the field of human resources;
- Demonstrated experience in employee relations and conflict resolution techniques;
- Demonstrated leadership, managerial, organizational and time management skills;
- Excellent interpersonal, computer, oral and written communication skills; and
- Personal integrity and high ethical standards.

In addition, the successful candidate will demonstrate:

- Experience in successfully leading and implementing change, preferably in an academic environment;
- Capacity to assist in helping The University meet its vision, mission and goals;
- Success at managing within an overall collegial framework, one which values diversity and debate;
- Team building and problem solving skills;

### **Applicants should send the following:**

- A letter of application highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

**Applications will NOT be considered without the complete package.**

### **Address:**

Office of The President  
University of the Bahamas  
Oakes Field Campus

**OR**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)



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University Drive  
P. O. Box N-4912  
Nassau, The Bahamas

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|-----------------------------|--------------------|
| <b>Terms:</b>               | <b>Contractual</b> |
| <b>Date Published:</b>      | October 21, 2020   |
| <b>Application End Date</b> | November 20, 2020  |
| <b>Date to be Removed</b>   | November 20, 2020  |

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Vice President, Human Resources.*