

POSITION ANNOUNCEMENT

JOB TITLE	VICE PRESIDENT, HUMAN RESOURCES
TYPE OF VACANCY	CONTRACT
REPORTS TO	PRESIDENT & CEO
DEPARTMENT	OFFICE OF THE VICE PRESIDENT. HUMAN RESOURCES DEPARTMENT
<p>SUMMARY: Chartered on 10th November 2016, University of The Bahamas (UB), the national university of the Commonwealth of The Bahamas, is a vital catalyst for national development. UB evolved out of The College of The Bahamas which was established in 1974.</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>	
<p>SPECIFIC DUTIES & RESPONSIBILITIES: The duties and responsibilities of the Vice President - HR, include, but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Provide leadership and coordination in the recruitment, selection, assignment, orientation, evaluation, retention and dismissal of administrators (other than Vice Presidents), faculty and staff; ➤ Ensure compliance with the University policies, procedures, contracts and collective bargaining agreements; ➤ Facilitate records management and oversee the administration of compensation and benefits; ➤ Recommend, develop and implement human resources policies, strategies and procedures; ➤ 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; ➤ Oversee the management of HR information on the University's website and all online HR resources; ➤ 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; ➤ Work with senior administrators in the production and maintenance 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 institutional 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; 	

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- 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.
- 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.
- Responsible for the Industrial Relations function, including mediation, conflict and dispute, resolution, grievances, and participates as an active member of the negotiations team

KNOWLEDGE, SKILLS & ABILITIES:

- Experience in a demanding managerial position with excellent ability to solve problems, handle details and organize information;
- 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 adopting 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
- Excellent speaking, writing and presentation skills;
- A high level of computer literacy;
- Ability to quickly interpret a variety of information/data in written, oral or graphic form;
- Strong supervisory communication and problem-solving skills;
- Ability to maintain confidentiality of information and records;
- Skills in examining operations and procedures, formulating policy and developing and implementing new strategies and procedures;
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Excellent attention to detail
- Strong analytical skills



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- Demonstrated ability to integrate diversity as appropriate in major duties and policies
- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability and ethnic backgrounds of employees

QUALIFICATIONS:

- Minimum of a Master's degree in Human Resources Management or related field
- Minimum of five (5) years of senior management experience in human resources in a complex organization, preferably in higher education

Salary Grade	Contractual
Date Published	March 8, 2023
Application End Date	March 22, 2023
Date to be Removed	March 22, 2023

Requested Information: Interested applicants should submit the following electronically to the Office of the President (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf](https://ub.edu.bs/Application-for-Employment-Staff.pdf) (ub.edu.bs));
- 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.

Email Address: presidentsoffice@ub.edu.bs
Subject: Vice President, Human Resources
Attn: President & CEO

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.