



Are you enthusiastic, energetic, service-oriented and keen to be part of a team providing a unique “Caymanian Experience”? Do you have the competencies and experience that we need for this position? If so, we invite you to submit your application for the post of:

Human Resources Manager

Position Summary: : The Human Resources (HR) Manager is responsible for supporting the company goals and initiatives through a strong and innovative people strategy across all CTCEC business units. This role is accountable for the day-to-day Human Resources functions and the implementation and administration of HR, programs and policies. The primary purpose of this role is to support the company's vision and to assist managers and staff to achieve excellent work performance and productive work/office environment. The HR Manager functions in a vital supporting role as an advisor, facilitator and coach on HR matters to managers and to their subordinates at all levels of the company.

Principal Activities & Responsibilities:

- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.
- Managing the processing and administering of the company's payrolls, health, pension and other benefits.
- Ensure all employees receive employment contracts as well as current job descriptions for their role within the company. Ensure all new hires go through proper onboarding procedures and required training.
- Responsible for the performance management process. Track and monitor participation in the process and provide guidance, training and assistance to all employees at every level across the organization.
- Conduct pulse surveys with employees to gauge employee engagement, and develop an action plan to address any concerns or gaps and manage process through to completion.
- Reviewing and conducting investigations on employee relations issues, facilitating conflict resolution, assisting supervisors and managers in interpreting and applying HR policies, procedures, immigration, employment and labor laws and providing training and guidance on current employee relations issues.
- Ensure legislative changes to the Immigration Law, Labor Law, Health Insurance Law and the National Pensions Law and their respective regulations are addressed in policies and practices as soon as possible.
- Revision and maintenance of a Staff Manual/Employee Handbook as well as various Standard Operating Procedures documentation and other HR business processes.
- Responsible for health and wellness strategy, Employee Assistance Program, and a rewards and recognition program; budget and implement the strategies, monitor, track, and report on progress for all three.
- Responsible for managing disciplinary and grievance processes when they arise by advising leadership on the legislative requirements and options available to address such events, as well as coaching managers through the process.
- Support the employee departure process, ensuring adequate exit process and procedures exist to mitigate any risk and collect exit survey feedback to address any themes or concerns

Experience, Education & Qualifications:

- Business degree from a recognized university with a concentration in Human Resources;
- SHRM/HRCI designation(s) an asset;
- A minimum of ten years of progressive HR management experience with demonstrated record of continuous professional growth.
- Effective and strong interpersonal, coaching and consulting skills.
- Employee relations experience handling manager and employee coaching and feedback, performance management, conflict resolution and change management. Proven ability to partner with and influence managers.

- Experience in efficient organization and processes in HR administration including payroll and labor law.
- Experience in use of Human Resources Management software.
- Proficient in Microsoft Office products as well as superior report writing skills.

Essential Physical Requirements:

- Must be a self-starter, work well under pressure and on own initiative;
- Must be well groomed and possess excellent verbal and written communication skills in English;
- Must have and maintain a valid driver's license.

Cayman Turtle Centre offers a chance for the right individual to work in one of Cayman's leading tourist attractions on island. We are offering a competitive compensation and benefits package, which includes 20 working days of vacation, and 50% contribution to health insurance and a pension plan. Remuneration will be commensurate with qualifications and experience, and starting salary will be in the range of Grade 5: **CI\$68,588 to \$80,637 per year.**

To express your interest in this role, please submit a resume, prior work references, and cover letter by **April 6, 2018** to the following address:

Chief Operating Officer, Cayman Turtle Centre
P.O. Box 812, 786 North West Point Road, West Bay, Grand Cayman KY1-1303, Cayman Islands
or preferably please email those documents to: pehamilton@turtle.ky

Preference will be given to Caymanians, Status Holders or Legal Residents. Shortlisted applicants will be contacted after the closing date.