

# SENIOR HUMAN RESOURCE OFFICER

Applications are invited from interested and suitably qualified individuals for the position of **Senior Human Resource Officer**, Providenciales.

## Description

- To assist in the coordination and administration of Pelican Energy TCI's Talent Management & Learning and Development (L&D) functions, policies and programs to create the right culture and environment for impactful learning and growth.
- To be aware of the current and future capability needs of the organization, as well as how to create a learning culture that drives engagement in ongoing professional development.
- Assist People and Culture (P&C) with recruitment, statutory compliance programs, benefit programs and immigration matters in accordance with Company Policies and procedures and Labour Law.

## Main Duties & Responsibilities

- Lead the monitoring and reporting of staff data in HR systems, including relevant trend analysis.
- Lead the design, creation, implementation, maintenance and support to a variety of HR reports including information on man working hours, staff movements, turnover, absenteeism and other key ratios.
- Along with the Director of P&C, develop and update all HR statistical dashboards.
- Prepare the monthly, quarterly and annual reports for submission to the HR Directors by the 12th of each month.
- Participate in the development of goals and objectives for Learning & Organizational Development and the Human Resources department as well as policies and procedures for the company.
- Design, create and implement monitoring and evaluation (M&E) framework and KPIs to track the performance and success of all training and development activities.
- Monitor the lifecycle of the Career Development Planning process to ensure it meets the organizations standards
- Along with the DL&D and ML&D, lead workforce assessment and its relevant characteristics, including current skills of the workforce through talent reviews, data analytics and/or functional talent assessments with the aim to identify current and future skill gaps.
- Along with the DL&D and ML&D develop strategies to close gaps by identifying appropriate talent solutions over the short, medium and long-term including costs, timeframes and benefits.
- Develop communication strategies to ensure buy-in of workforce plans across different stakeholder groups.

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### Main Duties & Responsibilities Cont'd

- Enroll all employees in Microsoft 365, the HRMS and Training platforms and manage and update employee records in a timely manner.
- Provide administrative support in the compilation of company-wide bi-annual needs assessment results and analysis.
- Vet/Prepare routine employee/HR releases and prepare specific or ad-hoc assigned releases to employees.
- Oversee the Student Summer Employment Program (SSEP), the Summer Internship Program (SIP) and the Scholarship and Apprenticeship Programs. This is administrated by the HR Officer.
- Oversee the H.R. Ambassador in the work permit application process with regards to gathering documents and delivery to the relevant TCIG departments. Forge and maintain relationships with Migrant Health, Labor and Immigration departments and assist HR Ambassador with familiarization.
- Oversee HRO's as required to ensure cohesiveness and efficiency is displayed throughout the department.
- Assist in the development and delivery of in-house and external training programs including PROPEL, NCCER, ASOPE and any other programs identified by the DL&D and ML&D.
- Along with the People & Culture Coordinator (PCC) coordinate recruitment and onboarding efforts to ensure that the company is effectively and efficiently sourcing and selecting the best candidates; to ensure full level of engagement and long-term success of new staff members.
- Along with the PCC coordinate the planning and delivery of new employee orientation to educate new hires on organizational objectives.
- Assist in the monitoring of departmental onboarding ensuring department and personal goals are clearly defined, documented, monitored and assessed.
- Assist in the monthly updating of FTCl organizational charts.
- Assist with the establishment and maintenance of relationships with local schools, colleges and other educational boards and bodies for the promotion of the company's apprenticeship, scholarship and summer internship programs; assist in identifying candidates for the programs.
- Assist P&C with the implementation, and monitoring of Employee Recognition Programs (inclusive of farewells/retirement).
- Assist P&C with the development and distribution of general company surveys regarding employee opinions, job satisfaction, recruitment, department satisfaction, etc., and make recommendations based on data extrapolation and analysis.
- Assist P&C with the execution of Thrive, Social Club and other company initiatives.
- Assist the Manager/Director in the daily administration of other HR services as directed or assigned, including but not limited to promotions, transfers, compensation, benefits and administration etc. in accordance with the Company's policies and overall objectives.
- Other related duties as assigned by Manager/Director of Learning & Organizational Development or Director of People & Culture or the department's Vice President.

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## Academic/ Technical/ Management Experience and Qualifications:

- Bachelor's Degree in HR Management, Organizational Development, Education Administration or other related discipline is required.
- At least four years progressive professional experience in HR management or related field is required.
- Experience in developing and implementing corporate workforce plans and/or data management is desirable.
- Knowledge of human resources programs and systems, monitoring HR dashboards, time dependent data and preparing workforce analytics is desirable.
- Proficient in Microsoft Office Programs, including spreadsheet applications.
- Experienced liaison-builder with external and internal stakeholders and staff at all levels;

## Abilities, Skills, Experience, Aptitude & Judgement:

- Ability to maintain confidentiality.
  - Ability to work with minimum supervision, self-motivated and goal-oriented
  - Ability to multitask while adhering to all deadlines;
  - Excellent communication, listening, and writing skills;
  - Exceptional organizational, coaching, mentoring, leadership and planning skills
  - Ability to build strong trust relationships and maintain positive relationships internally and externally.
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- **Compensation is commensurate with experience and qualifications.**