



## **Grenada Bureau of Standards**

### **Position: Human Resource Manager**

#### **Duties and Responsibilities**

##### **1. Recruitment and Selection:**

- Developing recruitment strategies to attract qualified candidates.
- Conducting interviews and selecting candidates who fit the company culture and job requirements.
- Collaborating with hiring managers to determine staffing needs and timelines.

##### **2. Employee Relations:**

- Implementing policies and procedures to promote a positive work environment.
- Addressing employee grievances and resolving conflicts.
- Providing guidance and support to managers and employees on HR-related issues.

##### **3. Training and Development:**

- Identifying training needs and developing programs to enhance employee skills and knowledge.
- Organizing training sessions or workshops on topics such as leadership development, diversity, and inclusion.
- Monitoring employee performance and providing feedback to help them grow professionally.

##### **4. Performance Management:**

- Establishing performance appraisal systems to evaluate employee performance.

- Setting performance goals and objectives in alignment with organizational objectives.
- Providing coaching and feedback to help employees improve performance and achieve their goals.

#### 5. Compliance:

- Ensuring compliance with labour laws, regulations, and company policies.
- Keeping abreast of changes in employment law and advising management on potential impacts.
- Maintaining accurate records and documentation related to employee issues, grievances, and disciplinary actions.

#### 6. HR Administration:

- Managing HR databases and systems to track employee information and records.
- Preparing reports and analyses on HR metrics, such as turnover rates, recruitment effectiveness, and employee engagement.
- Handling administrative tasks, such as employee onboarding, offboarding, and personnel file maintenance.

#### 7. Strategic Planning:

- Collaborating with senior management to develop HR strategies aligned with business goals.
- Participating in strategic planning meetings and providing input on workforce planning, talent management, and organizational development initiatives.
- Identifying opportunities for process improvements and efficiency gains within the HR function.
- Collaborating with senior management in the development of the GDBS strategic plan.

- Participate in negotiations of collective agreements on behalf of Management

**Qualification & requirements:**

- Master's degree in Human Resource Management (MHRM), Business Administration (MBA), or a related field.
- A minimum of three (3) years experience in human resource management.
- A minimum of three (3) years experience in senior management

**Knowledge:**

- Knowledgeable of Bureau's operations.
- Deep understanding of HR principles, practices, and functions, including recruitment, compensation, benefits, performance management, and employee development.
- Knowledge of employment laws and regulations, including labour standards, equal opportunity laws, and health and safety regulations
- Familiarity with techniques and strategies for resolving workplace conflicts and managing employee grievances.

**Skills & abilities**

- Excellent verbal and written communication skills for interacting with employees at all levels, presenting information, and writing policies and reports.
- Proficiency in managing multiple tasks and priorities, maintaining accurate records, and ensuring compliance with policies and procedures.
- Intermediate to advance level competency – Microsoft Office – Word, Excel and PowerPoint. Familiarity with google applications such as Forms, Sheets, Drive, Slides, Keep and Gmail.
- Capacity to adapt to changing organizational needs, industry trends, and new regulations.

Applications should be submitted via e-mail, [gdb1989@gmail.com](mailto:gdb1989@gmail.com) and addressed to:  
Human Resources Officer,  
Grenada Bureau of Standards,  
Queen's Park,  
St. George's.

Deadline for submission of application: November 8th, 2024.  
Only suitable candidates will be acknowledged.