

**Nassau Airport Development Company Ltd.  
LyndenPindlingInternationalAirport  
JOB DESCRIPTION**

---

<b>TITLE</b>	<b>Manager, Human Resources</b>
<b>DEPARTMENT</b>	<b>Human Resources</b>
<b>DATE</b>	<b>June 2015</b>

---

**JOB PURPOSE** – This position is responsible for management of the Human Resource function including recruitment, employee relations, compensation, benefits, training and development and labour relations.

**REPORTS TO** – Director, Human Resources

**QUALIFICATIONS -**

- Bachelors degree in Human Resource management or related field required
- Proficiency with Microsoft Office software
- Ability to handle multiple tasks, interact collaboratively with staff and stakeholders. Strong analytical, problem-solving and excellent verbal and written communication skills.

**KEY RESPONSIBILITIES -**

- Manage a staff recruitment and engagement framework and lead the recruitment and selection process for new employees
- Manage the corporate succession plan
- Manage rewards programs
- Plan and execute company social calendar of events
- Manage a compensation framework, including performance based incentive system
- Manage and administer benefit programs, including pension plans
- Assist and counsel employees with respect to employee issues, concerns and performance matters
- Participate in management's relationship with the union
- Respond to grievances and other union matters
- Develop and manage general Human Resources policies and procedures
- Liaise with all necessary external agencies relating to workplace health and safety, employment standards, and government administered programs
- Coordinate employee events, such as all-staff meetings and seasonal celebrations
- Undertake special projects relating to Human Resources and employee management as required
- Management of internal employee communications

**EXPERIENCE AND QUALITIES**

- Five years' experience in a similar position with both unionized and non-unionized employees
- Demonstrated track record of being solutions oriented, proactive and able to deal with ambiguous, complex and fast moving situations in a professional and flexible manner.
- Able to anticipate the needs of all stakeholders and staff and work with the Director, Human Resources to ensure the airport remains an employer of choice.

**Note:** The preceding information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.