



FINANCIAL SERVICES COMMISSION JOB DESCRIPTION

Job Title: Director, Human Resources
Department: Human Resources
Reports to: Chief Operations Officer, or assigned

Position Summary

The Director, Human Resources will be responsible for providing executive-level leadership and guidance to the Commission's HR operations, ensuring alignment of the HR function's priorities with those of the FSC. The Director, HR is also responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-term strategic talent management goals. This position also directs the development and administration of the strategies, plans and programs targeted at maximising employee effectiveness in contributing to the FSC's objectives.

Main Duties and Responsibilities

- Collaborates with executive leadership to define the FSC's long-term mission and goals; identifies ways to support this mission through talent management
- Articulates the FSC's objectives, goals and organisational changes to Human Resources Team Members and Line Management to ensure HR programmes align with organisational objectives
- Designs, directs, and manages organizational development that addresses issues such as engagement, motivation, succession planning, workforce development, personnel, and career management to support the FSC's changing business needs
- Leads the implementation and maintenance of the Human Resources Information Systems and Provides decision support analysis through HR Metrics to assist in strategic decision making
- Performs a leading role in strategic change management implementation which will bear a direct impact on the welfare of the employees
- Leads employer branding efforts to promote inclusion in the workplace and reinforce FSC as an as an equal opportunity employer



- Develops and ensures compliance with Employee Relations strategy sufficient to maintain harmonious and productive relations with the respective Unions with whom FSC has relations
- Leads Industrial Relations and Grievance processes to effect “win-win” outcomes while protecting the organization
- Designs and implements a robust Talent Management and succession planning Framework to create and retain a cadre of talent to meet the organization’s current needs as well as prepare for future opportunities
- Ensures the effectiveness of systems to monitor absenteeism and tardiness sufficient to be able to make recommendation for improvements
- Maintains knowledge of local laws, regulations, and international best practices in employment, human resources management, and talent management and ensure legal compliance with all existing regulatory guidelines while minimizing the Commission’s exposure to legal action
- Designs, develops, and implement Compensation and Benefits strategies sufficient to ensure that the organization has the ability to attract and retain best talent while maintaining competitive advantage
- Advises Leadership team on the development and implementation of competitive compensation, benefits, performance appraisal, and employee incentive programs. Identifies key performance indicators for the FSC’s human resource and talent management functions; assesses the FSC’s success and market competitiveness based on these metrics
- Ensures best practice recruitment, selection and on-boarding polices are implemented at the FSC and participates in the Recruitment and Selection of Employees
- Handles discipline, grievance matters, and termination of FSC employees in accordance with Commission’s policy and relevant labour legislation
- Assumes responsibility for enterprise-wide HR projects and ensures an efficient and timely conclusion
- Provides coaching and mentoring support to all Line Managers to ensure development of skills and competencies and in accordance with plans for succession
- Coaches direct reports to develop appropriate knowledge, skills and attributes which enhances their personal development and the operational effectiveness of the Department, through training and performance management



- Drafts and implements the FSC's manpower and training budget, and the budget for the human resources department
- Performs other related duties as may be assigned from time to time

Experience and Qualifications

- A Bachelor's degree in Human Resources, Business Administration, or related field required
- A Master's degree or MBA in a related field is highly preferred
- At least ten years' Human Resource Management experience required
- At least seven years' prior experience managing an HR department
- Strategic talent management experience is required
- Experience in Strategic Planning
- Professional HR Certification (SHRM-CP, SHRM-SCP, PHR, SPHR, MCIPD) is required

Knowledge, Skills, and Attributes

- Knowledge and successful practice of contemporary Human Resources concepts covering industrial relations, employee engagement, learning and development, compensation, total rewards, and work-life balance
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organisational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Comprehensive understanding of HR strategy, practices, and programmes
- Thorough knowledge of employment-related laws and regulations
- Knowledge of and experience with varied Human Resource Information Systems
- Proven adaptability to dynamic environments
- Ability to work independently and successfully apply professional judgment



Working Conditions

- Working conditions are normal for an office environment
- May be required to work outside of normal working hours in order to fulfil the requirements of the role
- May be required to travel for the effective functioning of this role

Contacts

- Vendors and Partners
- Internal, Regional and External Regulators
- Board Committees
- Executive Committee
- Senior Leadership and Management and Supervisory teams
- Other Internal Stakeholders
- FSC Registrants
- Government Officials
- Trade Unions and Staff Associations
- General Public