

ST. LUCIA ELECTRICITY SERVICES LTD.
VACANCY – Human Resources Officer

LUCELEC is seeking to fill the vacancy of **Human Resources Officer** to complement its Human Resource Professionals Team.

The primary responsibilities of this role include but will not be limited to:

- Providing generalist HR Management support and expertise as part of the HR Professional Team to achieve the annual work programmes and strategic plan implementation.
- Providing advice and counsel to managers and supervisors regarding personnel practices, problem solving, and dispute resolution through appropriate conflict management and mediation techniques;
- Researching and identifying current and emerging employee relations issues, trends and opportunities and developing responsive company-wide initiatives;
- Interpreting union contracts, supporting the collective bargaining process, resolving grievances, conducting conciliation and mediation sessions with employees, and advising supervisors and managers on union contract interpretation and compliance;
- Collaborating on the development and implementing appropriate actions (strategic, tactical and policy positions) to create and maintain a positive climate of employee relations and industrial relations across the company;
- Managing employee issues & developing solutions, conducting workplace investigations, managing individual grievances, claims and disciplinary hearings;
- Building the capability of line managers in managing employee relations & HR issues through coaching and specific interventions;
- Planning and facilitating programmes for employee and supervisor development, consulting with department heads/supervisors to determine their training and development needs and priorities, supporting the development of training programmes, measuring and evaluating on-going programmes, and recommending and providing complementary interventions;
- Managing the development and implementation of the talent management process to identify key future roles, and identifying, developing and retaining current and future high potential talent for these roles;
- Supporting the implementation of strategic workforce planning, succession planning and resourcing for the organization.

As an ideal candidate, you will be expected to have the following:

Professional Characteristics:

- A creative, self-directed, team player with excellent organization and communication skills.
- Demonstrated problem solving and conflict resolution skills; knowledge of formal and informal dispute resolution methodology, procedures and techniques;
- Demonstrated advocacy skills and sensitivity to the concerns and needs of a diverse workforce;
- Ability to build relationships that balance multiple, varying and sometimes conflicting interests;

- The ability to develop, maintain, and strengthen partnerships with others inside or outside of the organization who can provide information, assistance and support;
- Demonstrated concern for satisfying one's external and/or internal customers;
- Sound analytical ability to identify and analyse problems and formulate and implement appropriate courses of action;
- High-level organisation skills including proven self-management skills with the ability to judge priorities and complete tasks according to deadlines;
- Ability to be flexible and adaptable in response to organisational and operational change and develop creative solutions to problems;
- Ability to coach and guide less experienced staff and contribute to their on-going training and development.

Knowledge requirements:

- Bachelor's degree in Human Resource Management and a minimum of 5 years related professional experience.
- [Experience in HR analytics and data gathering to improve decision making;](#)
- Extensive knowledge of employee relations principles, practices, methods and programmes;
- Have a proven track record in supporting and creating an environment of employee involvement and positive employee relations;
- Knowledge of current principles, practices and trends in employee development and adult learning theories and practices; and facilitating professional development programmes and/or workshops;
- Sound knowledge of industrial and employee relations theory, principles, policies and practices and the associated legislative framework within Saint Lucia.

Remuneration

- Competitive Salary & Benefits package commensurate with experience and qualifications.

Send application to:

**The Managing Director
St. Lucia Electricity Services Limited
P. O. Box 230
CASTRIES**

Deadline: 4 p.m. Friday, March 31, 2017