

Organization	Anguilla Air & Sea Ports Authority
Job Title	Human Resources Manager
Objective	<p>Is responsible:</p> <p>For development and implementation of policies and procedures for the effective delivery of the human resources functions of the Anguilla Air & Sea Ports Authority.</p> <p>For the development and fostering of a workplace culture that is conducive workplace excellence.</p> <p>For the assurance that AASPA is compliant with all legislations relative to employer-employee relationships.</p> <p>For reporting to CEO and or Board on all AASPA human resource matters.</p>
Accountable to	The Human Resource Manager reports to the Chief Executive Officer of the Air and Sea Ports Authority
Key Result Areas	<p>The Human Resource Manager/Training shall be responsible for both, assessing the development potential of all staff of the AASPA and recommending and implementing individual development programs.</p> <p>Other functions under the responsibility of the HRM will include:</p> <ul style="list-style-type: none"> • Develop and Implement effective personnel systems, including: <ul style="list-style-type: none"> ○ Training and development plans ○ Appointments and promotions ○ Performance Evaluation Systems • Oversee and Coordinate Employee relations including the uniform administration of rules and procedures concerning <ul style="list-style-type: none"> ○ Conditions of service ○ Compensation and benefits ○ Effective employee communications ○ Handling of grievances and ○ Disciplinary issues. • Maintain personnel records data
Key Reports	<ul style="list-style-type: none"> • All Human Resource related reports, monthly annually reports • Disciplinary Reports • Training and Staff Reports • Performance Evaluation Reports
Responsible for	<p>Reporting to the HR Manager are:</p> <ul style="list-style-type: none"> • Human Resources Officer(s)
Key Authorities	<ul style="list-style-type: none"> • Manage the Human Resources function of the AASPA • Maintain Personnel Files

	<ul style="list-style-type: none"> • Participate in the Preparation of Annual Business Plan and Budget • Establish a tone of organizational unity
Core skills	<ul style="list-style-type: none"> • The incumbent must possess well developed theoretical and practical knowledge and skills in Human Resource management, • Effective computer skills, • Interpretative judgement, • Interpersonal and communications skills, • Coaching and mentoring skills
Experience and Training	<p>An undergraduate degree in Human Resource Management, Business Management or similar field with at least five years' experience in Human Resource function of which three would be in a senior management role.</p> <p>A master's degree in the aforementioned fields would be an asset.</p>