



ANGUILLA FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITY

HEAD OF HUMAN RESOURCES (FULL TIME) – ANGUILLA FINANCIAL SERVICES COMMISSION

Applications are invited from suitably qualified persons to fill the full time post of Head of Human Resources with the Financial Services Commission (“AFSC”). The post reports to the Director.

An overview of the duties of the post is outlined below:

- Manage HR departmental areas, including payroll, employee relations, HR admin, learning and development, internal recruitment, employee engagement, and maintaining and improving HR systems of the AFSC;
- Provide advice and direction where needed to the Executive team, Director and or the AFSC Board on work plans, budget and staff resources, strategic planning, policy, organisation and staff management issues;
- Manage and apply current human resource regulation and compliance, including accepted professional standards, policies and procedures and Anguillan legislation related to and or directly impacting on human resource management (including legislation on data protection, workmen’s compensation and health and safety).
- Manage the implementation and continual review of the Staff Policies and Procedures Handbook and keep up to date with developments in human resources, amendments to the Anguilla labour legislation and apply these, where relevant, to improve the overall efficiency and effectiveness of the AFSC as well as prepare and issue an annual human resource audit.

An overview of the preferred qualities of the ideal candidate is outlined below:

- Confidentiality and a keen understanding of good governance principles, particularly with regards to conflicts of interests;
- Excellent knowledge of HR strategy and commercial insight, recruitment, engagement, cultural change, pay, reward and recognition, welfare, learning and development, HR systems and budgets;
- Proven experience in leading departments and teams, exceptional leadership and role model qualities;



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Job Vacancy – Post of Head of Human Resources

- The ability to develop and nurture relationships across an organisation, being able to provide expert professional advice under pressure;
- The ability to analyse and review HR data to identify trends, experience in determining, measuring and analysing relevant KPIs for incentive schemes, lead or oversee the development and or implementation of effective employment policies;
- Excellent knowledge and understanding of regulations, accepted professional standards, policies and procedures and legislation (including legislation on data protection, the Anguilla labour legislation and health and safety);
- Fluent command of standardised English, both spoken and written, excellent interpersonal and communication skills.

An overview of the qualifications of the post is outlined below:

- A Bachelor's degree in Human Resource Management, Psychology, or Business-related, or equivalent qualifications or Human Resource Proficiency certification;
- At least five years working experience in management including at least three years at a human resource managerial level;
- An accreditation from the Chartered Institute of Personnel and Development (CIPD), or any other accreditation from a professional body.

A competitive salary will be offered based on qualifications and experience.

Persons interested in the position should send their letter of application and resume, together with a sample of a report or document drafted by the applicant (not to exceed 10 pages), by the deadline of **17 October 2023** to:

Director
P.O. Box 1575
The Valley
Anguilla

Persons also should send a copy of their application to the Labour Commissioner, Mrs. Joanne Hodge at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.