

Job Description

Job Title:	HR Administrative Officer	Job Category:	Human Resources
Department/Group:	Human Resources	Job Code/ Req#:	30
Location:	CKIA	Travel Required:	Occasionally
Level/Salary Range:	Grade K	Position Type:	Full-Time
Job Holder:			

Job Purpose

To manage, co-ordinate and facilitate non-management recruitment, and activities as assigned, within the Cayman Islands Airports Authority, to ensure that qualified staffing requirements are met to carry out their specific roles within the organisation in accordance with the relevant regulations and statutory requirements. To lead the leave management system through Bamboo HR. The role will also have an active part in assisting the HR team with the effective, timely and accurate delivery of all HR services.

Dimensions

Reporting to the CHRO through the HR Manager, the HR Administrative Officer- Job holder is charged with assisting the organisation in achieving its mission, specifically by coordinating, planning, arranging, delivering and evaluating recruitment and other activities where appropriate to achieve staffing levels and further develop competencies and the effectiveness of all staff covering Cayman Brac operations but on occasion Grand Cayman.

Role and Responsibilities

- Identify, screen and select and recruit appropriately qualified candidates that meet the needs of the CIAA which entails printing of application forms and conducting reference checks
- Work closely with selected departments, assist line managers to recruit appropriately and to implement required training in related policies
- Identify needs within the CIAA in staffing levels to achieve compliance with regulatory requirements through regular consultation with managers
- Design operational recruitment plans and timelines based on the organisation's needs
- Work closely with Training and Development Officer on the Learning Maps and Training Request forms to assess the effectiveness and the return on investment of any training and or/recruitment programme
- Prepare of all shortlisting grids and interview panel summaries
- Draft offer letters and unsuccessful letters
- Work the Access Control on the Security Officer on the application process
- Coordinate the onboarding and coordination of end of probation period notices

- Assist with building awareness within the community and at educational Institutions on the career opportunities at the CIAA
- Actively participate in the relocation of contracted ATC Officers
- Explore solutions for accommodation, transportation and general integration of contracted ATCO personnel into the local environment
- Deal promptly with arising human factor issues impacting related departments in CIAA
- Provide general supportive mentoring and related monitoring of ATC/AIS Trainees, including licensed Students who are engage in OTJ Training or at fulltime ATCO training at regional or overseas institutions
- To lead and maintain the Leave Management system by providing monthly reporting and audits of the system
- Assist the HR Manager with work permit process of new hires, etc
- Coordinate and attend Career Fairs to enhance CIAA brand awareness and create a learning environment for any interns
- Draft disciplinary documentation for vetting and meet with individual staff members along with the HR Supervisor, Employee Relations for any warnings or terminations once approved by the CHRO/CEO
- Be an active member of the Social Committee and drive positive reinforcement to the entire CKIA team and prepare Purchase Orders (POs) as it relates to any events being held in the Brac

Qualifications and Education Requirements

- An appropriate combination of education and experience along with personal maturity and a proven record of success with the discipline
- Practical experience in recruiting, training and development, delivery and needs assessment
- Specific experience in recruiting and dealing with onboarding of foreign professionals and integrating them into the local team
- Familiarity and experience with online training management system or related software
- A formal training qualification would be advantageous

Preferred Skills

- Effective written and oral communication skills
- Effective planning and Management skills
- Ability to relate well to people at all levels and cultural identity
- Acute awareness of the importance of Human factors
- Strong understanding of effective training systems and processes
- Ability to work on own initiative
- Good working knowledge of employment law and HR best practices
- An understanding of and working knowledge of the Cayman Islands Immigration Law and related processes
- Professional level of confidentiality in handling personal information and dealing with sensitive issues
- Proficiency in MS Office Suite (Word, Excel, PowerPoint and Outlook)
- Proficiency with training management software or systems

Assignment & Planning of Work

As a member of the HR team, the post holder will be involved in both generalist HR responsibilities as well as training related duties. The post-holder duties are dictated by the day-to-day requirements of the Department. Additional duties may be directed from time to time by the CHRO, HR Manager or the CEO, in accordance with policy requirements.

Supervision of Others

The post holder has no direct reports but will assume responsibility for staff, as appropriate when delivering training or instruction.

Other Working Relationships

Internal:

- Liaison with Senior Manager, Managers and Supervisors of specific Departments regarding selection, recruitment, training and staff development
- Internal Training providers (i.e. Security, Safety Operations)

External:

- Training providers and consultants
- CAA, on training-related matters
- Providers of expatriate talent

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

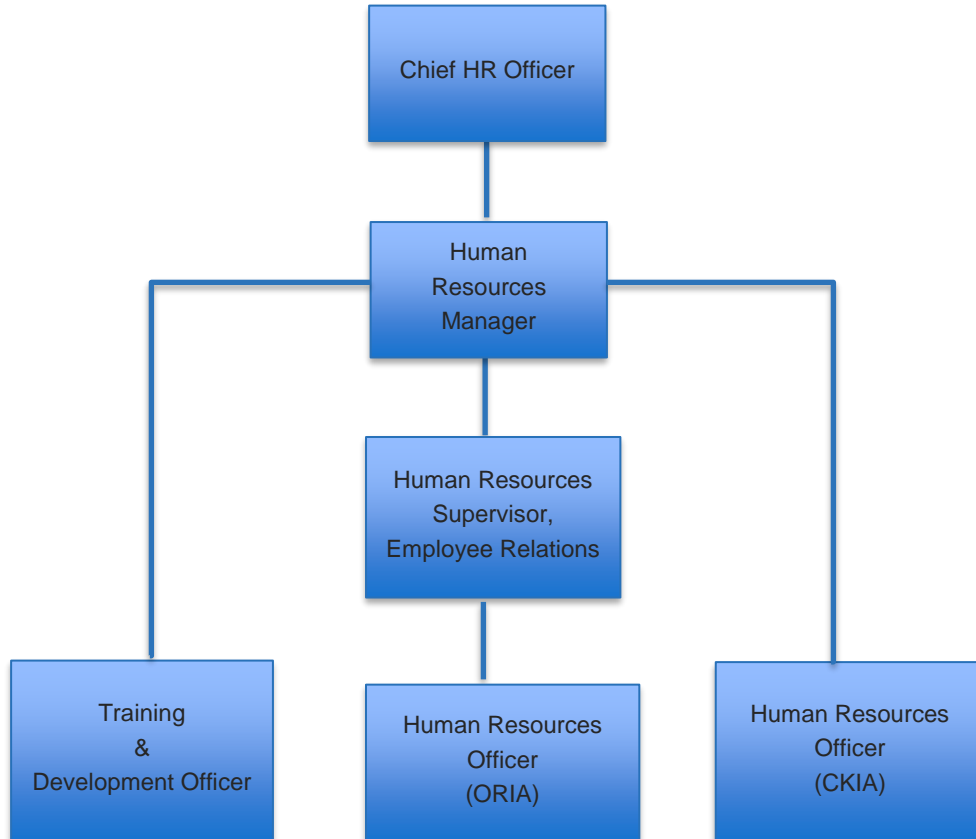
Additional Notes

The main challenge is time management. It is essential that timely and accurate reports be prepared to provide management with useful information for Strategic HR decision-making.

Working Conditions

Working conditions are normal office-based office environment.

Organisational Chart



Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Chief / Manager		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	