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## AVP Human Resources

The position reports to the Vice President, Human Resources and has responsibility for performing general Human Resources duties as well as developing, recommending and implementing policies and programs to enhance the Human Resources function.

### Duties and Responsibilities:

- Coordinate all aspects of the employee life cycle (i.e. recruitment, onboarding, probation, job change, contract renewal, exits) per organisational process and procedure
- Provide support for all HR initiatives and lead special projects or programmes in a variety of HR disciplines to improve the employee experience, enhance the HR function, and ensure compliance with employment legislation
- Assist with the development and review of HR related policies and procedures and make recommendations for continuous improvement
- Produce and analyse HR metrics to evaluate current HR programmes and support decisions for development and improvement
- Provide advice and guidance to management and employees on all HR policies, processes, benefits, and best practices for a variety of HR matters
- Consult with clients on various employment activity requests such as promotions, transfers, job title changes, job re-evaluations, salary adjustments, etc.
- Field management and employee concerns in relation to the workplace and provide options for resolution, escalating as appropriate
- Collaborate closely and visibly with Managers and Leaders to positively impact their operations
- Ensure all employee documentation is regularly audited and compliant
- Maintain knowledge of HR legislation, practices, and trends

### Minimum Qualifications, Skills & Experience:

- A Bachelor's degree in Human Resources or Business with five years' experience in a similar HR role, preferably in the Financial Services industry
- Previous experience in leading projects in a variety of HR disciplines
- Ability to apply overall knowledge of HR best practices, company policy, and legislative requirements to a variety of HR matters to achieve an effective outcome
- Proven ability to address Employee Relations matters and demonstrable knowledge of compensation and benefit programmes
- Experience in analysing and interpreting information to develop recommendations for appropriate course of action
- Proficient in Microsoft Office Suite
- Ability to develop and maintain good working relationships both internally and externally
- Excellent organizational and time management skills
- Strong verbal and written communication and good interpersonal skills across all levels of an organization
- Ability to maintain confidential information and operate with absolute discretion
- Team player and ability to manage multiple priorities in a busy office environment, but able to work independently when required

To apply please send your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com) or view our active roles online at [www.expertisegroup.com](http://www.expertisegroup.com).

All enquiries will be dealt with in strict confidence.

**Closing Date: May 12, 2021**

