

Director, Human Resources

Terms of Reference

REPORTS TO
Chief Executive Officer
(CEO)

DIRECT REPORTS

- Human Resources Manager
- Human Resources Department
(through the Human Resources
Manager)
- Any additional HR staff hired or
assigned by the CEO

APPLICATION DEADLINE
Friday, 6 November 2026

APPLY TO
careers@xasconsult.com

Position purpose

The Director, Human Resources is responsible for providing strategic leadership and direction for the Corporation's human resource management function.

The incumbent develops and implements people strategies that align with BADMC's corporate objectives while ensuring compliance with employment legislation, public sector governance requirements and best HR practices.

The Director serves as the Corporation's principal advisor on human resource policy, industrial relations, organizational development, compensation management, workforce planning and talent management.

The Director also provides oversight of the Human Resources Manager and ensures the effective delivery of operational HR services throughout the Corporation.

Key responsibilities

1. Strategic Human Resource Leadership

- Develop and implement the Human Resources Strategy aligned with BADMC's Strategic Plan.
- Advise the CEO and Board on strategic HR matters.
- Lead organizational transformation initiatives.
- Develop workforce planning strategies.
- Develop succession planning frameworks.
- Promote a high-performance organizational culture.
- Ensure HR practices support productivity and operational efficiency.

2. Compensation and Rewards Management Core responsibility

The Director must possess significant expertise in compensation management.

- Design and maintain BADMC's Compensation and Benefits Strategy.
- Lead salary reviews and compensation benchmarking.
- Conduct job evaluation exercises.
- Develop and maintain salary scales and grading structures.
- Ensure internal equity and external competitiveness.
- Develop remuneration policies for executive, management and staff positions.
- Prepare compensation proposals for Board approval.
- Conduct market salary surveys.
- Review allowances and incentive programmes.
- Evaluate total reward strategies.
- Ensure compliance with Government compensation directives where applicable.
- Develop policies governing acting appointments, honoraria, overtime, allowances and performance-related rewards.

3. Organizational Design and Development

- Review organizational structures.
- Recommend restructuring initiatives.
- Conduct organizational design reviews.
- Develop establishment structures.
- Ensure positions align with operational requirements.
- Lead change management initiatives.

4. Industrial and Employee Relations

- Develop positive labour-management relations.
- Lead collective bargaining where applicable.
- Provide strategic advice on disciplinary matters.
- Oversee grievance resolution.
- Represent BADMC before the Labour Department, Employment Rights Tribunal and other agencies.
- Ensure compliance with labour legislation.
- Develop employee engagement initiatives.

5. Human Resource Policies

- Develop HR policies and procedures.
- Review policies periodically.
- Ensure alignment with employment legislation.
- Present policies to Executive Management and the Board.

6. Performance Management

- Develop and oversee the Performance Management System.
- Ensure consistent implementation.
- Monitor departmental performance.
- Develop performance improvement initiatives.
- Support management in performance coaching.

7. Talent Acquisition

- Develop recruitment strategies.
- Oversee executive recruitment.
- Ensure transparent recruitment processes.
- Promote employer branding.
- Improve workforce capability.

8. Learning and Development

- Develop corporate training strategies.
- Conduct training needs analyses.
- Develop leadership development programmes.
- Promote continuous learning.
- Evaluate training effectiveness.

9. Human Resource Information Systems

- Provide strategic oversight of the HRIS.
- Promote HR analytics.
- Improve workforce reporting.
- Ensure data integrity.
- Utilize workforce metrics to support strategic decision-making.

10. Governance, Risk and Compliance

Ensure compliance with:

- Employment Rights Act
- Safety and Health at Work Act
- Data Protection legislation
- National Insurance requirements
- Government reporting requirements
- Corporate governance standards
- Identify HR risks.
- Develop mitigation strategies.
- Prepare reports for the CEO and Board.

11. Board Support

Provide reports to:

- Board of Directors
- Human Resources Committee
- Finance Committee
- CEO

Including:

- HR metrics
- Workforce statistics
- Vacancies
- Turnover
- Employee relations matters
- Compensation reports
- Succession planning updates
- Organizational development initiatives

Financial responsibilities

- Prepare the HR Department budget.
- Monitor expenditure.
- Oversee staff establishment costs.
- Forecast compensation costs.
- Support annual budgeting exercises.

Decision-making authority

The Director shall have authority to:

- Recommend HR policies.
- Recommend organizational changes.
- Recommend compensation adjustments.
- Recommend appointments.
- Recommend promotions.
- Approve HR operational procedures within delegated authority.
- Advise the CEO and Board on strategic workforce issues.

Qualifications & experience

Qualifications (essential)

- Master's Degree in Human Resource Management, Industrial Relations, Business Administration, Public Administration or related discipline.
- Professional HR certification (SHRM-SCP, CIPD Level 7, CHRP, SPHR or equivalent) would be an asset.

Experience (minimum)

- Ten (10) years progressive Human Resource experience.
- At least five (5) years in a senior management or executive HR role.
- Demonstrated experience in strategic HR leadership.
- Extensive experience in compensation management and job evaluation.
- Experience advising Boards or Executive Management.
- Experience in industrial relations and collective bargaining.
- Experience leading organizational change.
- Experience developing HR policies.
- Experience within the public sector, statutory corporations or state-owned enterprises would be an asset.

Knowledge

Comprehensive knowledge of:

- Human Resource Management
- Compensation Management
- Job Evaluation methodologies
- Salary administration
- Workforce planning
- Labour legislation in Barbados
- Industrial Relations
- Organizational Development
- Talent Management
- Employee Relations
- HR Analytics
- Performance Management
- Corporate Governance
- Employment Rights Act
- Public Sector HR practices
- Budget preparation

Competencies

The successful candidate should demonstrate:

Leadership

- Strategic thinking
- Vision
- Decision making
- Change leadership

Technical

- Compensation design
- Job evaluation
- Workforce analytics
- Organizational design
- HR policy development
- Labour relations
- HRIS systems

Behavioural

- Integrity
- Professionalism
- Confidentiality
- Emotional intelligence
- Sound judgement
- Negotiation skills
- Conflict resolution
- Coaching and mentoring

Key performance indicators

Performance may be assessed against:

- Implementation of the HR Strategy
- Employee engagement levels
- Recruitment turnaround time
- Time-to-fill critical vacancies
- Staff turnover
- Compensation competitiveness
- Completion of salary reviews
- Performance appraisal completion rates
- Training effectiveness
- HR policy implementation
- Industrial relations climate
- Legislative compliance
- HR budget performance
- Board reporting quality
- Organizational development initiatives completed

Working relationships

Internal

- Chief Executive Officer
- Board of Directors
- Human Resources Committee
- Finance Committee
- Executive Management Team
- Human Resources Manager
- Department Heads
- Employees

External

- Ministry of Agriculture
- Ministry of Finance
- Labour Department
- National Insurance Scheme
- Trade Unions
- Recruitment Agencies
- Training Institutions
- HR Consultants

- Professional HR Associations

Special note

Given BADMC's status as a **State-Owned Enterprise**, the Director should possess a sound understanding of:

- Public sector governance and accountability.
- Government compensation frameworks and reporting requirements.
- Treasury and Ministry of Finance guidelines relating to establishment management and personal emoluments.
- Board governance and committee reporting.

This ensures the role combines strategic HR leadership with the governance standards expected of a public enterprise while providing the expertise needed to modernize BADMC's human resource management function.

How to apply

Suitably qualified and experienced candidates are invited to submit an application letter and curriculum vitae by email to **careers@xasconsult.com**.

The deadline for applications is **Friday, 6 November 2026**.

Only shortlisted candidates will be contacted. The BADMC thanks all applicants for their interest.