

SUMMARY OF CORE DUTIES – Human Resource Coordinator, Compensation and Benefits

- Provides support to the SAR and HRBP Compensation, Benefits - Metrics in the Human Resources Division.
- Assists in the day-to-day operations of the HRIS records management, processing essential personnel information to meet current reporting requirements.
- Administers the day to day activities within the compensation and benefits area, as well as provides supports for Council's reporting cycles, processes and other ad hoc projects/requests.
- Provides support and co-ordination to the Council's wage and salary administration system including unemployment requirements.
- Provides confidential support to collective negotiations and labour relations.
- Assists with developing, reviewing and/or revising salary and benefit structures.
- Co-ordinates the timely gathering of payroll required information and process this efficiently.
- Provides support for other Compensation and Benefits initiatives and activities.

COMPENSATION PACKAGE

Salary Scale: BDS\$59,948 x BDS\$2,295 – BDS\$80,603 (Q.B) // - BDS\$85,193 per anum.

The Council also offers pension, group life and health insurance benefits.

SUMMARY OF CORE DUTIES – Senior Assistant Registrar, Finance and Office Management

Management Financial Management Services

- Maintain day-to-day financial control within budget as agreed by Council; Ensure that all finances are properly administered and monitored, including credit control; Advise on the proper allocation of resources; Ensure that appropriate financial regulations and controls are in place and in use at all times; Prepare and review detailed budgets for approval by the governing body in conjunction with the Corporate Services Director and/or appropriate Sub-Committees.

Office Management and Resource Allocation

- Develop the organisation's funding base to secure present and future service delivery; Liaise and negotiate, as appropriate, with the funding authority and other funding sources on future service delivery initiatives and developments in conjunction with the Corporate Services Director; Maintain appropriate relations with funders and make reports as necessary, ensuring compliance with any contracts; Identify opportunities for funded development of the service and to submit bids and applications accordingly.

Financial Planning and Development

- Take responsibility for overall management and delivery of the business plan; In conjunction with the governing body, draft, monitor and assess the business and development plan; Assess options for coordinating the activities, procedures and systems so as to promote common policies and practices.

COMPENSATION PACKAGE

Basic Salary in the Scale: BDS\$124,565 x BDS\$6,212 – BDS\$149,413 per annum

Allowances:

Housing - 20% of basic salary

Telephone - BDS\$432 per annum

- Relocation assistance is provided where necessary
- The Council also provides pension, group life and health insurance benefits