



## JOB DESCRIPTION

# Director of Human Resources

Department : Human Resources  
Report to : General Manager  
Job Level : Executive Committee

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### Position Purpose

Provide leadership to staff and the Management team by effectively managing the human resources function to ensure the resort has the correct number, and type of skill mix needed, to fulfill business requirements, within the agreed policies of the organization and local employment laws and regulations.

### Essential Functions

1. Regularly review the internal and external compensation and benefits, and keep abreast of market data to ensure the resort is competitive in the market place, attracting and retaining skilled personnel
2. Provide advice to the Management team and staff on employment conditions and Labor Laws
3. Ensure that the resort is fully compliant with local employment legislation including staff benefits and termination
4. Implement screening and recruiting systems to ensure that the most suitable candidates are employed
5. Maintain and direct all functions of the Human Resources Department including employment, screening, referrals, maintenance of personnel records, compensation and benefits, work permits and visa processing
6. Coordinate all administrative functions regarding staff insurance, vacation, public holiday, sick leave and provident fund
7. Ensure training and development programs in accordance to the resort and Outrigger Corporate policies are implemented and maintained
8. Serve as a counsel and adviser in handling staffing and labor related cases
9. Ensure a high standard of staff conduct, behavior and morale are maintained
10. Coordinate and advise on disciplinary procedures where necessary
11. Administer all inter-resort and inter-company staff transfers
12. Prepare, monitor and control the annual budget of the HR department
13. Maintain efficient administration within the department to prepare and submit the operational reports as required
14. Develop Work Safety programs and ensure that a safe and secure working environment is maintained

15. Support and promote the Corporate Social Responsibility program of the resort through the implementation of policies and activities that contribute to environment-friendly practices

### **General**

1. Contribute to the morale and team spirit of the resort by maintaining effective relationships with colleagues and staff
2. Perform additional duties as directed by the General Manager
3. Stay current with developments in the field of Human Resources and make appropriate suggestions and recommendations to General Manager
4. Be fully conversant with all health and safety, fire and emergency requirements
5. Maintain a high standard of personal hygiene, presentation, body language and disposition
6. Maintain professionalism in all situations where the image or reputation of the resort is represented
7. Attend meetings and trainings as required by the General Manager
8. Ensure that all activities are carried out honestly, ethically, morally and within the parameters of the Local Law

### **Occupational Health and Safety**

1. Identify and control all aspects of risk management and implement strategies to minimize incidents and accidents
2. Monitor, evaluate and implement strategies to ensure safe manual handling techniques are undertaken by all employees
3. Review and update all necessary protective clothing, equipment and utensils to ensure departments are operating with minimal risks
4. Monitor and assist in the review of all workplace incidents and accidents
5. Assist in the implementation of Return to Work plans for injured workers
6. Ensure all employees work under the strict guidance of the OH&S Act and identify training needs
7. Ensure systems in place that all equipment is serviced and maintained according to manufacturers specifications to reduce risks or harm
8. Develop safety training programs and monitor attendance records
9. Review emergency and evacuation procedures, implement training schedules and conduct drills at least twice a year.

### **Note**

Regular attendance in conformance with the standards, which may be established by Outrigger from time to time, is essential to the successful performance of this position.

Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the resort.

Upon employment, all employees are required to fully comply with Outrigger rules and regulation for the safe and efficient operation of the resort facilities. Employees who violate Resort rules and regulations will be subjected to disciplinary action including termination of employment.

**Qualification Standards**

<b>Education</b>	Bachelor Degree or above in related field.
<b>Experience</b>	6-10 years with at least 2 years of hands-on experience in a similar position and location. Knowledge of Fusion (HR/Payroll)
<b>Essential Job Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of the English language</li> <li>• Ability to express effective, clear and concise written and verbal communication</li> <li>• Good interpersonal skills</li> <li>• Good leadership, organizational and administrative skills</li> </ul>
<b>Desirable Job Skills</b>	<ul style="list-style-type: none"> <li>• Sound administrative skills</li> <li>• Technologically competent</li> <li>• Proven track record in resort of similar standard in similar capacity</li> </ul>

**Acknowledged**

I have read, understood and accept this list of functions and duties required to successfully achieve this position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_