

BARBADOS WATER AUTHORITY

Vacancy

Senior Human Resources Officer Industrial/Employee Relations



The Barbados Water Authority (BWA) is seeking to fill the position of Senior Human Resources Officer Industrial/Employee Relations. The successful candidate is expected to manage the (IR/ER) portfolio.

The Senior Human Resources Officer Industrial/Employee Relations will report to the Director Human Resources Management and Development or her designate.

Duties and Responsibilities will include:

- Prepare, coordinate and manage the negotiating process with the Internal Union group and at the level of the General Secretary of the Union representing BWA employees.
- Record and reproduce minutes of meetings held with the Workers' Representatives and ensure that they are distributed in a timely manner to allow for review and confirmation by both parties.
- Conduct the necessary research and provide relevant data to facilitate the formalising of a Collective Agreement between the Barbados Water Authority and the Workers' Representatives.
- Collaborate with the relevant Managers and Supervisors to ensure that the appropriate action is taken to give effect to the decisions reached with the Workers' Representatives.
- Prepare action plans, monitor progress and provide monthly status reports Re matters to be addressed and action taken following agreements reached with the Workers' Representatives.
- Coordinate the setting up of internal meetings to discuss and address Industrial Relations issues both with Management and the Internal Union Group.
- Ensure the development of a mechanism whereby BWA and the Union will be able to sign-off on agreements reached following negotiations.
- Advise and assist Managers/Supervisors in their interpretation and application of the Grievance Handling and Disciplinary Procedures as required.
- Liaise with Management and Industrial Relations Consultant in preparing negotiation briefs for addressing issues raised by staff and the Union/s on behalf of staff members.
- Provide guidance and assistance to Managers/Supervisors in resolving industrial disputes and grievances in the respective Departments/Sections.
- Review and recommend revisions to HR policies to ensure conformity with existing or new and updated employment legislation.
- Any other related duties assigned from time to time by the Director of Human Resources Management and Development or her designate.

REQUIREMENTS

- A Bachelor's Degree in Human Resources, Industrial Relations, Law, or a related field.
- At least five years' experience in Industrial and Employee Relations or related field at supervisory or managerial level.

ATTRIBUTES, COMPETENCIES AND KNOWLEDGE

- Requires a sound knowledge of:-
 - ✦ Industrial and employee relations theory, principles, policies and practices, and the legislative framework within which industrial relations operates;
 - ✦ Strong knowledge of local labour laws, collective bargaining processes and best practices for employee relations;
- Excellent negotiation and conflict resolution skills, with the ability to handle complex employee issues;
- Analytical mindset with the ability to assess situations and provide practical solutions;
- Strong understanding of employee engagement and retention strategies;
- High degree of confidentiality, empathy and integrity required;
- Performance driven and results oriented;
- Strong leadership and communication skills, with the ability to influence decision-making;
- Working knowledge of HRplus Information System or other human resources information system would be an asset;
- Computer literate and possess knowledge of Microsoft Office Suite.

SALARY

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine,
St Michael

The closing date for receipt of application is **Friday, March 20th, 2026.**

Unsuitable applications will not be acknowledged, and only shortlisted candidates will be contacted.