



GOVERNMENT OF BERMUDA

Ministry of Education

Department of Education—Human Resource Section

THE ROLE OF THE HUMAN RESOURCE SECTION

The Human Resource Section is responsible for delivering a full range of HR services to provide efficient and effective service to clients in an organization that is diverse and unique. These core services/functions will include but are not limited to:

CORE SERVICES/FUNCTIONS

- **Employee and Industrial Relations** – responding to employee concerns and complaints; lending support in the disciplinary and grievance process; representing the Ministry at negotiations, JCC (Joint Consultative Committee) and CCC (Combined Consultative Committee) meetings; trouble shooting and providing advice to Principals, Management and staff across the Ministry/Department of Education in order to avoid, if possible, larger employee relations problems.
- **Employment Services** – interpreting and administering employment law, statutory requirements, Collective Bargaining Agreements (BUT, ASP, BPSU, BIU), Conditions of Employment and Code of Conduct (CECC) and policies and procedures to ensure compliance; providing advice and guidance to all staff on the above.
- **Recruitment and Selection** – actively involved in the recruitment and selection of all staff employed by the Ministry/Department of Education ensuring best practices are adhered to and followed.
- **Performance Management** – analyzing performance appraisals, identifying problems and recommending solutions; monitors the Civil Service performance appraisal process and providing training to Civil Servants as necessary.
- **Training & Development** – assessing training needs of Civil Servants and arranging and/or providing training as necessary.
- **Scholarships and Events** – management of Sabbatical and Teacher Training Awards, Long Service Awards, New Teacher Orientation, Career Fair, etc.
- **Employee Administration** – ensuring the completion and administration of all paperwork required to substantiate the employment rights and privileges of all staff members within the Ministry/Department of Education.
- **Data Reporting** – managing Human Resource Information Systems (HRIS) to ensure the maintenance of effective databases relating to vacancy and applicant tracking, absenteeism reporting and tracking, substitute teacher assignments, etc.