



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, REPUBLIC OF TRINIDAD AND TOBAGO, WEST INDIES

HUMAN RESOURCES DIVISION
DIRECTOR

The St. Augustine Campus is seeking a suitable candidate to fill the post of Director, Human Resources.

The University of the West Indies (UWI) is an internationally competitive University, deeply rooted in the Caribbean and committed to offering quality higher education.

The UWI, St. Augustine Campus requires a Director, Human Resources who is an energetic visionary, and a proactive and results oriented professional. The Director, Human Resources will be responsible for reimagining the St. Augustine Campus's Human Resources (HR) functions, culture, structure, and policies, and providing strategic direction and expertise for the full scope of the HR function. The successful candidate will develop and execute the HR strategy for the Campus utilising key HR best practices and initiatives.

The Director, Human Resources will report to the Campus Principal and will partner with the Campus Executive Management team to implement the vision, in support of the University's mission of academic excellence, regional development and global engagement.

The successful candidate is expected to function as a strategic partner, change and digital transformation champion; to be a proactive problem solver, and employee advocate and activist; and to be proficient in HR Scorecarding. Competence in the use of HR Analytics and being an all-round proponent for the effective application of technology will be critical to creativity and agility in the design, implantation, and administration of human resources initiatives, processes, and programmes.

Qualifications and Experience

The successful candidate must possess at minimum, a Master's degree in Human Resource Management, Business Administration, Business Psychology or a closely related discipline.

Candidates should also possess:

- At least ten (10) years of leadership experience in a human resources environment
- Experience in implementing organisational development strategies in Human Resources, Organisation Restructuring and Transformation

Candidates with the following would have an advantage:

- Experience in dealing with recognised majority unions/bargaining units
- Knowledge and skills in each of the following areas:
 - Alternative Dispute Resolution
 - Strategic Workforce Planning
 - Conflict Management
 - Change Management

Experience in a higher education or similar environment would be an asset.

Key Responsibilities

- Overseeing all HR functions, including developing and implementing strategies to attract, retain, and develop top talent, onboarding, performance management, succession planning and employee relations including industrial relations
- Ensuring the effective management and development of the Campus’s human resources through workforce planning, driven by the use of HR analytics that are aligned to the Campus’s needs
- Reviewing, developing, implementing, updating and communicating HR strategies, policies and operational procedures
- Providing strategic advice and guidance on HR matters and HR best practices to the Campus’s Senior Management and Heads of Department/Unit
- Addressing staff requests that arise from the three key HR areas: recruitment; training and development; and general HR administration
- Driving organisational change initiatives, including culture transformation and process improvements, to enhance efficiency and improve employee engagement across the Campus
- Acting as a mediator and leading conflict resolution initiatives within the Institution, ensuring that disputes are managed fairly, expeditiously, effectively, and in line with University and Industrial Relations policies and relevant laws
- Managing, developing and motivating the HR team to deliver high-standard HR support to the Campus
- Setting, assessing, improving and regularising overall performance standards across the Campus
- Performing other related duties as assigned by the Campus Principal or designate

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential.

Candidates should also:

- Have proven leadership skills, including clear goal setting, prioritisation, and the ability to lead in an environment that promotes teamwork and teambuilding
- Possess strong organisational and decision-making skills, analytical and problem-solving abilities
- Be able to work in a complex, fast-paced environment, across multiple tasks with short- and long-term deadlines
- Be proficient in HR Scorecarding
- Be competent in the use of HR Analytics
- Have proven skills in the effective application of technology
- Have proven ability to think strategically
- Have excellent critical thinking skills

Detailed application and full curriculum vitae should be sent to the Campus Principal, c/o Office of the Campus Principal, The University of the West Indies, St. Augustine, Trinidad and Tobago, W.I. via e-mail: STA-Principal@uwi.edu, with subject line *Application for Director, Human Resources Division - Ref. No. 67/164 I*. Two (2) referees must be indicated. Application forms may be obtained at <https://sta.uwi.edu/jobs/> in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the Campus Principal at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

The University would like to thank all applicants for their interest. Please note, however, that only shortlisted candidates will be acknowledged or contacted.

Deadline for receipt of applications: 2026 September 20