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RCL (UK) LTD.

**(manual section is applicable for above companies)**

## **FLEET OPERATIONS**

### **Chapter 16k - Position Descriptions**

#### **Shipboard - HR & Training**

**Revision 29 :**  
February/17/2009

### **16k.01 Human Resources Manager**

#### **Position Description**

Position Title: **Human Resources Manager**Effective Date: **April 2007**

#### **POSITION SUMMARY**

This position manages the ship's Human Resources Division. The emphasis is on core functions such as: organizational development and effectiveness; employee relations; training and development; performance management; non-financial aspects of the crew office and; ongoing HR management/administration.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's Gold Anchor standards, SQM standards, USPH guidelines, environmental, and safety policies.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

1. In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions with guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.
2. Manage and direct the Human Resources Division, including direct reports – Training and Development Manager, Crew Administrator,