

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Assistant Director of Human Resources

TEAM: Human Resources

REPORT TO: Director of Resources

GRADE:

THIS POST REQUIRES AN ENHANCED CRIMINAL RECORD CHECK

1. JOB PURPOSE:

- 1) To lead and manage an effective HR function on a day-to-day basis, ensuring the efficient use of human resources to support the delivery of key public services.
- 2) Working under the guidance of the Director of Resources to continue the transformation of the HR function.
- 3) To advise government and the Island Council on relevant policy and legislative matters.

2. MAIN DUTIES:

As part of leading and developing the HR team, you will:

- Review existing HR policies, systems and procedures and help embed a new appraisal system.
- Manage the recruitment process from end to end, in collaboration with recruiting line managers.
- Manage the contract renewal process to ensure that all employment contracts are considered, offered, and where appropriate renewed, within the required timescales.
- Revise and develop the Code of Management in conjunction with the senior management team to reflect employment legislation and good employment practice.
- To manage the production of the HR management information.
- Advise on workforce planning, departmental structure and organisational design.
- Manage and advise on employee relations policy including performance management and disciplinary procedures.
- Act as a point of contact with general HR advice on day-to-day issues including poor performance, exits, redundancy, grievances, whistleblowing, disciplinary proceedings, leave, sickness absence, medicals etc. ensuring a consistent and pragmatic approach to issues.
- Ensure HR staff and managers are sufficiently equipped with the tools, policies and procedures to deliver and manage effective performance across the government.
- Assist with the consultation and implementation of Island's employment law in conjunction with the Crown Counsel.
- In addition to the core HR roles set out above the Assistant Director of HR will also manage the Government Criminal Records Check Office.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED:

Person Specification

Essential:

- Chartered MCIPD or equivalent.
- Expertise and experience leading and managing complicated change programmes.
- Good understanding of UK Employment Law.
- Solid experience and working knowledge of Employee Relations issues.
- Strong commitment to customer service.
- Leading HR policy development in conjunction with the senior management team.
- Excellent interpersonal and communication skills (including training, mentoring, coaching negotiation and mediation skills).
- Ability to establish credibility quickly, and build and maintain effective working relationships across all levels.
- Working knowledge of mechanisms for dispute resolution.
- Good understanding of HR systems and e-recruitment methodologies.

Desirable:

- Successful experience of working in small or remote communities, and an understanding of living, working and adapting to an island way of life.
- Experience of managing Employment Tribunal casework.

4. REPORTING ARRANGEMENTS

- The Assistant Director of HR will report to the Director of Resources and will work with the other Directors within the Senior Management Team.
- Direct line management responsibility for 2 members of staff.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature: _____

Name: _____

Date: _____