

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Assistant Director of Human Resources

TEAM: Human Resources

REPORT TO: Director of Resources

GRADE: 2

1. JOB PURPOSE:

- i. Working under the guidance of the Director of Resources, continue the transformation of Ascension Island Government's (AIG) HR function and lead the HR department.
- ii. To provide leadership and management to the HR department and act as an employee advocate as a member of the Senior Management Team.
- iii. To review, revise and implement people policies across AIG, ensuring they are fair, transparent and comply with employment law and best practice.
- iv. To develop AIG's employment brand and lead on all recruitment and workforce planning activities.
- v. To provide accurate and timely HR advice across the full spectrum of HR as well as guidance and leadership across all operational areas of the Resources Directorate when required.

2. MAIN DUTIES:

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

- Review and revise existing HR policies, systems and procedures in consultation with the Senior Management Team and introduce new policies where required.
- Manage the contract renewal process to ensure that all employment contracts are considered, offered, and where appropriate renewed, within the required timescales
- To manage the production of any HR management information as required.
- Advise on workforce planning and department structure.
- Manage and coach line managers on employee relations policies 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, disciplinaries, leave, sickness absence, medicals etc. ensuring a consistent and pragmatic approach to issues.
- Ensure managers and HR staff are sufficiently developed to use HR policies and procedures and tools equipped to deliver effective performance management
- Lead on the review of AIG's HR Information System requirements and advise on the most appropriate course of action.
- Lead on recruitment activity and develop HR staff to be able to take on a larger role in this area in the future.
- Ensure effective succession planning and staff development is embedded throughout AIG to meet organisational needs.

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED:

Person Specification

Essential:

- Expertise and experience leading and managing complicated change programmes
- Good understanding of UK Employment Law.
- Solid experience and working knowledge of employee relations issues, including conflict resolution and disciplinary processes.
- Strong commitment to customer service.
- 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:

- Chartered MCIPD or equivalent experience.
- Successful experience of working in small or remote communities, and an understanding of living, working and adapting to an island way of life.

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.

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 discussed with you and 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.