



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Human Resources/Admin Assistant</b>
<b>TEAM:</b>	Human Resources
<b>REPORTS TO:</b>	Assistant Director of Human Resources
<b>JOB PURPOSE:</b>	To assist with the administration of the day-to-day operations of the Ascension Island Government's Human Resources functions and duties.

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#### **MAIN DUTIES (HR Assistant):**

1. Undertake duties supporting the recruitment and selection function including drafting and placing adverts; DBS, vetting and pre-employment checks; chasing references; arranging short-listing and interview packs; contacting candidates and managers; and any other associated duties.
2. Undertake administrative duties supporting various HR processes including annual leave, maternity and paternity leave and other forms of special leave; probation procedure and other terms and conditions of employment.
3. Maintain HR records, both electronically and paper-based, ensuring the most efficient systems for recording and regular reporting are in place and offering ideas and solutions to make improvements.
4. Provide administrative support to the AIG appraisal system – provision of paperwork, reminders and collation of completed appraisals, Provide administrative support to the HR team including drafting of correspondence, distribution of information, filing, organising and taking notes at disciplinary proceedings.
5. Monitor and update when necessary the annual leave and sick leave data system.
6. To advise staff on first line queries relating to the Code of Management and associated policies.
7. To provide HR management information from the HR systems (database, Excel etc.) for the purposes of HR reporting.
8. Prepare starters and leavers, payroll change notifications (PCNs) and any associated payroll coordination for authorised signature by the Assistant Director of HR or Director of Resources and send to Finance.
9. To carry out other related duties as requested by the Assistant Director of Human Resources or HR officer.

## MAIN DUTIES (Admin Assistant):

1. Assist Stores and Accommodation when required
  - i. To control and handle the stock issues to customers in Stores
  - ii. To assist with all functions associated with Stores stock control in accordance with Stores procedures
  - iii. To assist with cash and cash transactions and keeping all necessary records
2. Assist the Port office during known busy periods.
  - i. Freight Handling and collection of fees
  - ii. Liaison with shipping agents regarding personal freight and insurance
3. Assist the Post Office during known busy periods
  - i. Cash sales to customers for Post Office products including licenses
  - ii. Collection and sorting of mail
  - iii. Assistance with first day cover preparation
  - iv. Sale of Philatelic items via the PO website
4. Act as the Hospital/Dental Administrator when required by staff absence
  - i. Booking of accommodation and travel for patient referrals
  - ii. Liaison between suppliers and finance
5. Assist Admin and HR during periods of staff absence
  - i. General clerical duties
  - ii. Contract renewals and recruitment activity
6. Assist Finance during known busy periods and staff absences
  - i. End of financial year Board of Survey Observations
  - ii. Customs duties
7. General duties across all departments will include carrying out filing, typing and sending and receiving e-mails and answering telephone enquiries.
8. To carry out any other related duties as requested by the Director or Assistant Director of Resources.

## RESPONSIBILITIES:

- **Health and safety** – to share in the corporate responsibility for the safety of staff and visitors to the office/work environment.
- **HR governance** - To work with the HR and Resources teams to ensure HR policies and procedures are maintained
- **Continuous development** – responsible for your own Continuing Professional Development (CPD)
- **Handling petty cash**

## **PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

### **Essential**

- 5 GCSEs (or equivalent) grade A-C must include Maths and English
- Broad experience in an office and administrative environment.
- Excellent IT skills, especially MS Excel, Outlook and Word, including the ability to create high quality first drafts of documents (eg recruitment adverts, job descriptions, letters)
- Must possess initiative and drive to ensure tasks are dealt with on a priority basis.
- Must be of a highly discreet nature to ensure confidentiality is upheld at all times.
- Effective written and oral communication and interpersonal skills, and the ability to work closely and effectively with other team members.
- Must be customer care orientated and have advanced experience in dealing with customers at the frontline of a business unit.
- Must be flexible to meet the needs of the organisation.
- Must have a clean valid driving licence for vehicles of class A.

### **Desirable**

- Previous HR experience is highly desirable.

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This Job Description indicates 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.

**Updated: November 2021**