



ASCENSION ISLAND GOVERNMENT

VACANCY NOTICE

Assistant Director – Human Resources

2-year fixed term contract

About the role

The small HR team at Ascension Island Government provides all aspects of HR services to the employees and dependents of AIG. This includes end-to-end recruitment campaigns, employee relations management, internal communications, development of HR policies and procedures, provision of training/learning and development, staff communication and travel. The role of Assistant Director is a varied and hands-on role, delivering routine tasks up to more complicated employee relations matters and HR advice to the Senior Management Team.

What you'll do

One day will never be the same as the next in this role, and expecting the unexpected is to be expected! It is an enjoyable and varied role in a very unique setting. Working within our own employment legislation and in line with UK best practice, this leadership role is a combination of practical and hands-on delivery, as well as handling more complicated employee relations issues. The location of the role, access to the island, the diversity of our working population, the environment and the availability of resources all lead to this being a very unique and unforgettable experience of leading and managing an HR function.

What you'll bring

You'll be MCIPD qualified (or equivalent demonstrable experience) and will have led and managed at least a small team of HR staff working across all generalist areas of HR. You'll have excellent written and oral communication skills which you will use to create all HR written material and communication (adverts, policies, procedures, contracts, internal communication) as well as developing effective working and professional relationships in a small community setting. You'll be a self-starter, willing to roll up your sleeves and switch between routine operational activity to more complex employee relations issues. It's a great roll for an experienced senior HR generalist who is self-motivated, flexible and adaptable.

What we offer

In addition to an annual salary of £30,000 (taxable on Ascension), the role attracts an Accompanied status contract and the following benefits:

- **Rent free** accommodation (with Accompanied or Single status electricity and water allowances)
- An Accompanied status food allowance of **£6,700** per annum (or if Single status **£3,350**)
- Relocation costs for your personal effects, including the shipment of a vehicle
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of a 2 year contract
- 30 days' annual holiday (with additional 9 days public holidays)
- Free primary dental and medical care

The appointment will be subject to:

- Satisfactory employment references
- Standard Criminal Records Check
- Satisfactory Medical Clearance (employee and any accompanying dependents)

What's it like to work on Ascension?

Ascension is a small volcanic island, situated in the South Atlantic, with a warm stable climate (26-34°C). We are part of the wider British Overseas Territory of Saint Helena, Ascension and Tristan da Cunha, situated approximately 1,000 miles from the mainland of Africa and 800 miles from our nearest neighbour, the island of St Helena. Ascension Island has no right of abode, so all people living on the island are employees or dependents of one of the organisations here. Children accompanying parents up to the age of 18 are dependents, following which they are either required to take up their own employment on the island, or move away.

Travel to and from the island is a challenge, even more so with recent travel restrictions worldwide. A charter flight travels to Ascension via St Helena from South Africa, and returns, approximately every 4 weeks. To thrive here on this unique, challenging and beautiful island, you must be resilient, adaptable and able to live and work in an incredibly small community.

Closing date: Sunday 22 May 2022

First stage interviews: w/c 30 May by Skype if off island

Required start date: End July 2022

For more information, a full job description, and to apply visit: www.ascension.gov.ac/lifestyle-and-employment/working-here/ If you have any queries about the role, email recruitment@ascension.gov.ac