



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Assistant Director - Human Resources

**TEAM:** Human Resources

**REPORTS TO:** Director of Resources

**JOB PURPOSE:**

1. Continue the transformation and development of Ascension Island Government's (AIG) HR function and lead the HR department.
2. Provide leadership and management to the HR department and act as an employee advocate as a member of the Senior Management Team.
3. Review, revise and implement people policies across AIG, ensuring they are fair, transparent and comply with employment law and best practice.
4. Develop AIG's employment brand and lead on all recruitment and workforce planning activities.
5. Provide accurate and timely HR advice across the full spectrum of HR as well as guidance and leadership across all aspects of employee relations matters.

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**MAIN DUTIES:**

1. Advise and support Directors with workforce planning and department structure.
2. 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.
3. Lead on all recruitment activity, including supporting managers with developing job descriptions, adverts, interview questions, advice and guidance on selection.
4. Delivering recruitment social media campaigns to promote roles, the island, engage with applicants and maximise applications.
5. Review and revise existing HR policies, AIG Code of Management, systems and procedures in consultation with the Senior Management Team and write/introduce new policies where required.
6. Deliver effective internal communication with staff across all workforce matters.
7. Manage the employment contract offer process within required timescales.
8. Manage and deliver the production of any HR management information as required.
9. Manage and coach line managers on employee relations policies including performance management and disciplinary procedures.

10. Ensure managers and HR staff are sufficiently developed to use HR policies and procedures and tools equipped to deliver effective performance management
11. Lead on the review of AIG's HR Information System requirements and advise on the most appropriate course of action.
12. Work with directors to ensure effective succession planning and staff development is embedded throughout AIG to meet organisational needs.

#### **ADDITIONAL RESPONSIBILITIES:**

1. Sit as member of the AIG Accommodation Committee.
2. Liaise with other Employing Organisations on island to ensure consistency of policy implementation where appropriate.

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

##### **Essential**

- Chartered MCIPD or equivalent experience.
- Experience of leadership and management of an HR function / team.
- Expertise and experience of developing, leading and managing change programmes.
- Up-to-date understanding of UK Employment Law.
- Solid experience and working knowledge of handling complex employee relations issues, including conflict resolution and disciplinary processes.
- Strong commitment to customer service.
- Delivery of recruitment campaigns across a diverse range of job professions
- Excellent interpersonal and communication skills (including interviewing, 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 and tools.
- Self-motivated and self-servicing, with a good level of IT skills across MS Office

##### **Desirable**

- Development of L&D programmes and solutions for learning.
- Successful experience of working in small or remote communities, and an understanding of living, working and adapting to an island way of life.

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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.

**April 2022**