



## ASCENSION ISLAND GOVERNMENT

### Human Resources Manager

#### Total Package value up to £41,577

(comprising salary of £27,350.00 per annum plus food and utilities, free housing and other benefits – details below)

#### 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 Human Resources Manager is a varied and hands-on role, delivering routine tasks up to more complicated employee relations matters and HR advice to the Director of Resources.

#### 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 a HR function.

#### What you'll bring

You'll be CIPD qualified or equivalent, (or part qualified with a willingness to progress towards full qualification, or demonstrable experience) and have the ability to lead and manage 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 £27,350 per annum (taxable on Ascension), the role attracts an accompanied status contract and these benefits:

- Rent free furnished accommodation worth £3,000 pa (taxable benefit)
- A food allowance of £7,560 a year accompanied or £3,780 single status per year (taxable benefit)
- An electricity allowance worth £938 per year
- A water allowance worth £2,729 accompanied or £1,360 single status per year
- Relocation costs for your personal effects, including assistance with shipment of a vehicle
- One mid-contract return journey to your country of recruitment for you and your family
- 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
- Free schooling for children from 4 up to 16 years
- Free annual travel insurance

#### The appointment will be subject to:

- Satisfactory employment references
- Standard Criminal Records Check
- Satisfactory Medical Clearance

### **What's it like to work in Ascension?**

Ascension is a small volcanic island, situated in the South Atlantic, with a warm stable climate (26-37°C). We are part of the wider UK 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. To thrive here in this high-profile role, you must be resilient, adaptable and able to live and work in an incredibly small community with limited availability of perishable food, non-food items and internet connectivity.

**Closing Date: 08 December 2024 Interviews: Week commencing 16 December 2024 (by Skype if off island).**

**For more information, job descriptions, and to apply visit:** <https://www.ascension.gov.ac/lifestyle-and-employment/working-here/>

**If you have any queries about the role, email** [recruitment@ascension.gov.ac](mailto:recruitment@ascension.gov.ac)