



St Helena
Government

PUBLIC NOTICE

SAFEGUARDING DIRECTORATE VACANCY FOR ASSISTANT DIRECTOR

Are you looking for a new and exciting challenge?

Are you passionate about providing high quality social care to vulnerable members of the St Helena community?

The Safeguarding Directorate has a unique opportunity for a highly motivated individual to apply for the newly created post of *Assistant Director*.

The successful candidate will play a key part in the development of policy and services to ensure continued development of an effective, efficient and high quality Social Services system on the Island which includes Children and Adult Community and Residential Services.

Integral to the role is the ability to listen to others and develop plans and solutions in a timely and appropriate manner.

Candidates should have a health, social care or an educational experience and background and be able to work in an environment which is ever changing and striving to improve.

The successful candidate will be responsible for the following duties:

1. Direct line management and the continuous improvement of Financial and Human Resources within the directorate.
2. Ensure that strategic risk management is being monitored and reviewed.
3. Lead on monitoring staff recruitment activities and the directorate's residential estate.
4. Assist in all aspects of management, administration, and the development of policy within the Directorate.
5. Provision of accurate information and management of the annual recurrent budget as well as assessing Technical Co-operation needs and submitting bids as required.

Safeguarding Directorate, Brick House, St Helena Government, Island of St Helena, South Atlantic Ocean, STHL 1ZZ

Telephone: +(290) 22713 E-mail: matt.ansell@sainthelena.gov.sh

www.sainthelena.gov.sh

The salary grade for this post is **Grade F** commencing at £18, 114.00 per annum.

Please contact Matt Ansell at Brick House on Telephone No. 22713 for an informal discussion about this role and further details.

For a copy of the job profiles and application forms please contact Sherrilee Phillips on 22713 or email sherrilee.phillips@sainthelena.gov.sh . Application forms should be completed and submitted to Sherrilee Phillips, HR and Admin Officer, Safeguarding Directorate, Brick House, Jamestown, by Friday 4 August 2017.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Matt Ansell (Mr)
Director

19th July 2017

Safeguarding Directorate